Activate Your Electronic Accounts

HOW DO I GET MY STUDENT ID NUMBER (EMPL ID)? This is your official student ID number so save it where you can retrieve it when needed.
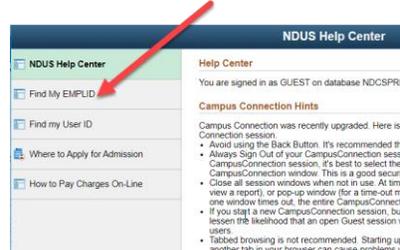
1. Go to https://ndscs.edu and click "CampusConnection" near the top of the page.
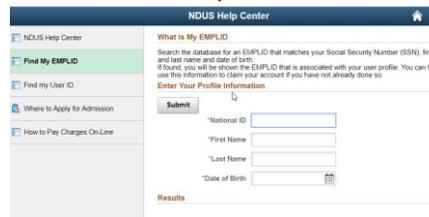
2. Click *"Guest."*
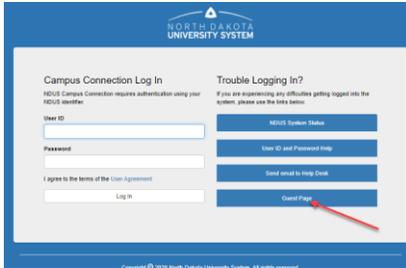
3. Click the "*Help Center*" tile.

4. Click "*Find my EMPLID*."

5. Complete the form on the next page (see screen shot below). Note: Your National ID is your Social Security Number. Use the Calendar link to select your birth month, date and year.

6. Your EMPLID number should display on the next page. **If you have trouble getting your EMPL ID, you may contact NDSCS Distance Education**

CLAIM YOUR UNIVERSITY SYSTEM /CAMPUSCONNECTION ACCOUNT
## (Setting up User ID and Password for CampusConnection)

This User ID and Password is used to log into *CampusConnection* to check account balances, to pay your bill electronically, and to see your official class schedule and final grades each semester. It is also used to log into *NDSCS Online / Blackboard.*

1. Go to http://helpdesk.ndus.edu/ndusaccount.
2. Click *Claim My Account.*
3. Click "*Claim your NDUS Account*" (under the Chancellor's Greeting)
4. In the form on the next page enter yoiur EMPLID and Birthdate (mm/dd/yyyy)
5. Click *Continue.*
   a. The screen will display your North Dakota University System UserID (Username) - typically in the firstname.lastname format.
6. Click Continue.
7. Enter and confirm your new password. *NOTE the requirements for the password format listed on the page.*
8. Click *Save.*
9. Provide an alternate email or answers to at least 3 of the Authentication Questions (to be used for recovering your password).
10. Click *Save.*
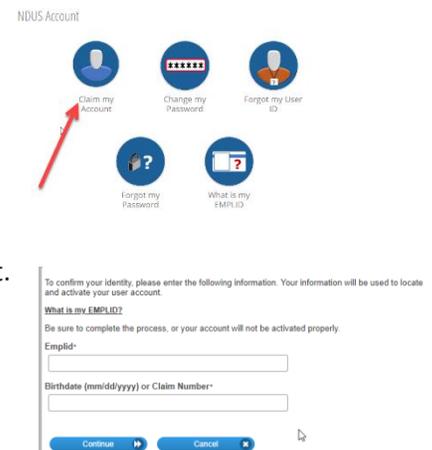
ACCESS YOUR NDSCS EMAIL – REQUIRED FOR COLLEGE COMMUNICATION

 NDSCS email addresses are used for communications from the college and courses that use the NDSCS Online system. Students will need to check NDSCS email frequently for communications. You may forward your college email to your personal email through the Settings option in the email system.
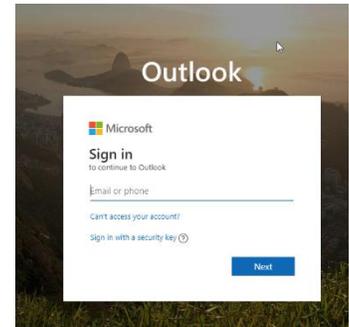
1. Go to www.ndscs.edu and click "**Email**" at the top of the page.
   a. When logging in, your username will be the University System username received when you "Claimed your Account" plus ***@ndus.edu*** (example - **firstname.lastname@ndus.edu**).
   b. Your email password is the same one you created in the previous step.
   c. Your NDSCS email address is your University System username plus *@ndscs.edu*.
      i. Example - If your CampusConnection username is Lee.Smith, your NDSCS Email address is lee.smith@ndscs.edu but your email **login** is lee.smith@ndus.edu.

   If you need help accessing your email account, contact the NDSCS IT Service Desk at ndscs.servicedesk@ndscs.edu or call 1-800-342-4325 ext. 3-3333, press prompt #5.

2. Optional – You may forward your college email to your personal account.
   a. Go to www.ndscs.edu and click "Email" at the top of the page.
   b. Log into **Email**.
   c. Click the "***Settings***" (gear icon) in the upper right corner.
   d. Click "***Mail***" in the section named "Your app settings."
   e. On the next page, under *Options > Accounts* on the left, click "***Forwarding***."
   f. Click the "***Start forwarding***" radio button and enter an email address to receive your college email.
   g. Click "***Save***."

   To change your email password:

1. Log into Email with your *@ndus.*edu username and password.
2. Click *Settings.*
3. Click *Office 365* (in "Your app settings" list).
4. Click *Password*.
   –or-
      1. Click your name in the upper right corner.
      2. Click *View Account.*
      3. Click *Security & Privacy* (left panel).
      4. Click *Password.*
5. Enter the old/current password and then enter your new password.
6. Click *Submit*.

Forgot your password? – Go to https://helpdesk.ndus.edu/ndusaccount and click ***"I Forgot My NDUS Account Password."***

NDSCS BLACKBOARD - ONLINE CLASS LOGIN

To log into online classes or campus classes using the Blackboard system, go to www.ndscs.edu and click **NDSCS Online**. You will use your NDUS login and password to log into online classes.

Classes begin the first day of the semester. Log into *NDSCS Online* and click the title of your class on the next page to begin.
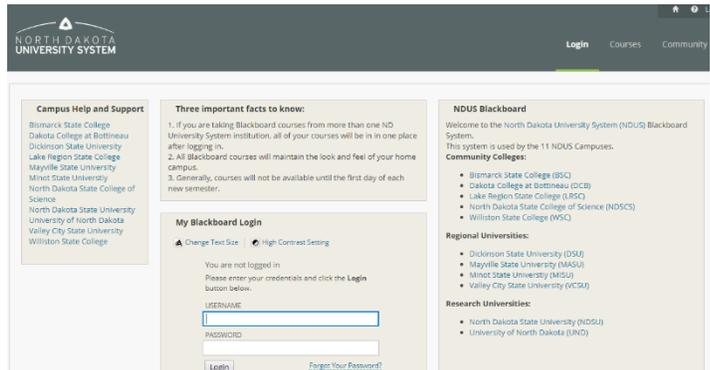
NOTE: Classes will not be visible until the first day of the semester or class session. However, students may log in before the semester begins and review the **Blackboard Student Orientation** to become familiar with the online course environment.

PURCHASING BOOKS FOR ONLINE CLASSES

You can purchase your books for NDSCS classes at http://www.ndscsbookstore.com.

1. Click the "**Textbooks**" link at the top of the page.
2. Click "**Find Books by Course**" from the dropdown list.
3. Click the term name in "**Term**" box.
4. Click the "**Department**" (Subject) for your class. (Ex: BIOL)
5. The third box will then list several numbers within that subject area. Choose the one that you need. (You'll see the subject number, the class number you used when registering for the class, and the instructor.)
6. Click "**Add Selection**."
7. Repeat these steps for any additional classes you have.
8. When all your classes are listed under "Your Current Course List" click "Get Course Materials. Your books will be displayed on the next page.
9. Click "**Add to Cart**" by the items you want to order. When all items are selected, click "Shopping Cart" to go to the next page.
10. Click "**Continue checkout**" and continue through the pages to complete your purchase.
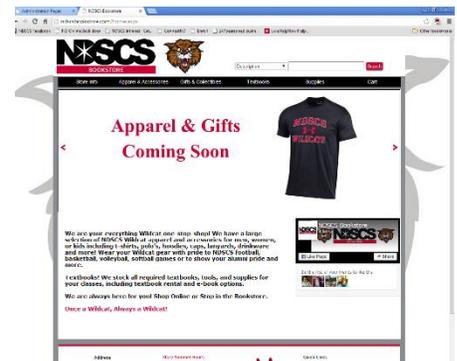
For help with the Bookstore website, contact the Bookstore at 800-342-4325 ext 3-2125 or 3-2239 or email coleen.thoe@ndscs.edu.

CLAIM YOUR NDSCS ACCOUNT - ELECTRONIC ID (Optional Step)

This step is required for students to access campus classroom and lab computers or websites like Hoonuit. You may skip this until it is needed.

1. Go to **apps.ndscs.edu/accounts**.
2. Click *Set up your NDSCS account.*
3. Fill in the form and click "**I Agree**."
4. Continue through the steps as prompted to create a password and set up email recovery steps.