

# How To Enter Emergency and Missing Person Contact Information in Self Service

1. Go to NDSCS homepage at [www.ndscs.edu](http://www.ndscs.edu) and select Campus Connection



2. Log into CampusConnection

### Campus Connection Log In

NDUS Campus Connection requires authentication using your NDUS identifier.

**User ID**

**Password**

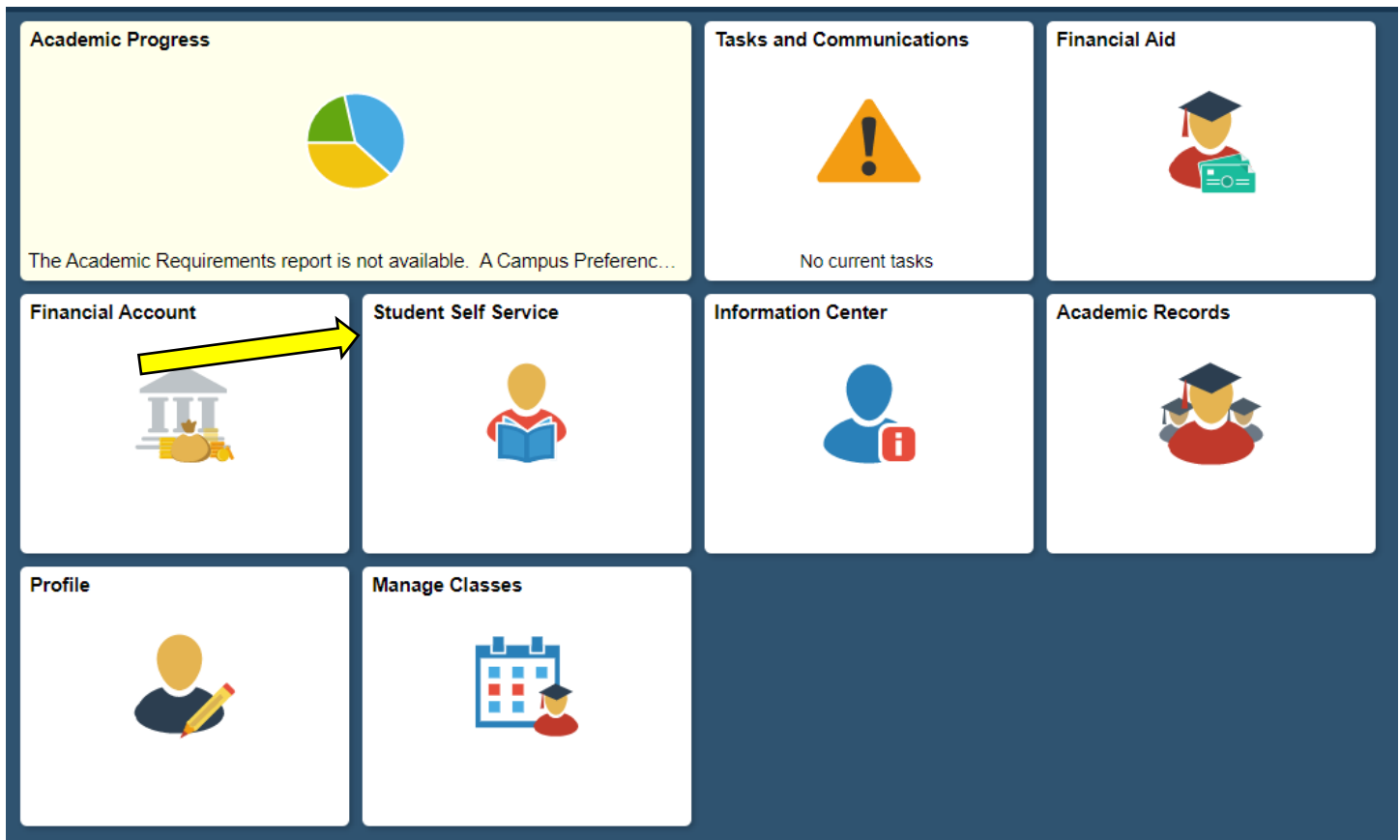
I agree to the terms of the [User Agreement](#)

### Trouble Logging In?

If you are experiencing any difficulties getting logged into the system, please use the links below.

- [NDUS System Status](#)
- [User ID and Password Help](#)
- [Send email to Help Desk](#)
- [Guest Page](#)

### 3. Select Self Service



Academic Progress

The Academic Requirements report is not available. A Campus Preferenc...

Tasks and Communications

No current tasks

Financial Aid

Financial Account

Student Self Service

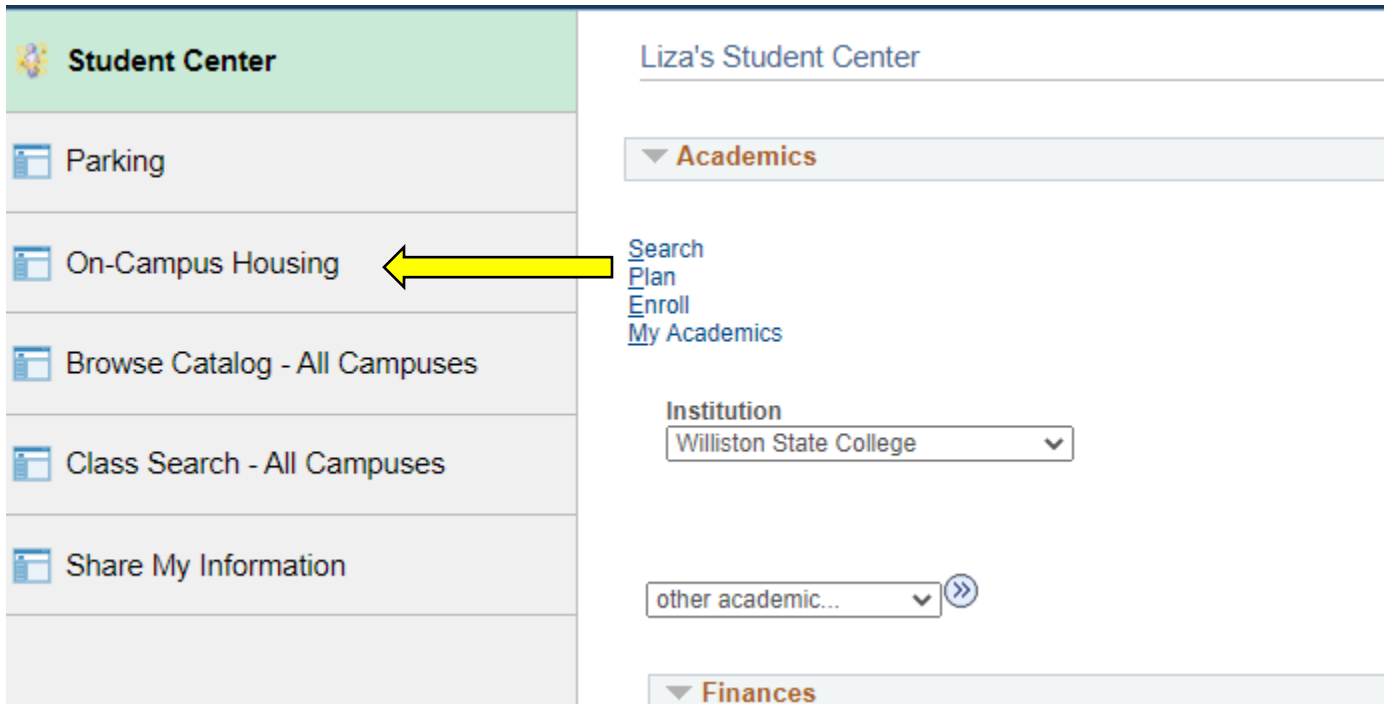
Information Center

Academic Records

Profile

Manage Classes

### 4. Select On-Campus Housing



Student Center

Parking

On-Campus Housing

Browse Catalog - All Campuses

Class Search - All Campuses

Share My Information

Liza's Student Center

Academics

Search  
Plan  
Enroll  
My Academics

Institution  
Williston State College

other academic...

Finances

5. Follow the instructions, or select Continue

On-Campus Housing

**ATTENTION: If you receive an error message at any time during the apply online process, please follow the steps below to enable cookies:**

**Click the link for the browser you are using; it will open in a new tab.**

- [iOS - Safari, Chrome, Atomic, and Dolphin](#)
- [Firefox](#)
- [Google Chrome](#)
- [Internet Explorer](#)
- [Microsoft Edge](#)
- [Safari](#)



6. Select ND State College of Science, and Continue

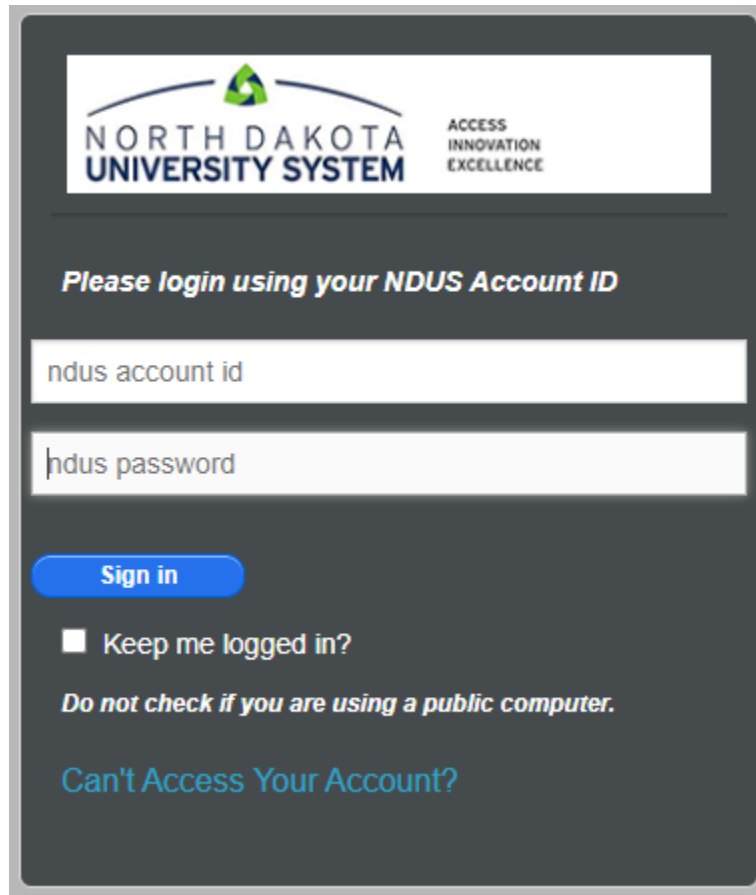
Once you select your campus, you will be directed to login again using your campus credentials.

A rectangular form containing a list of campus names, each preceded by a radio button. The radio button for "ND State College of Science" is selected, indicated by a blue dot. A thick yellow arrow points to this selected radio button from the right. Below the list of campuses is a rectangular button with the text "Continue" in a light brown color. A thick yellow arrow points to this button from the right.

<input type="radio"/> Bismarck State College	<input checked="" type="radio"/> ND State College of Science
<input type="radio"/> Dakota College at Bottineau	<input type="radio"/> North Dakota State University
<input type="radio"/> Dickinson State University	<input type="radio"/> University of North Dakota
<input type="radio"/> Lake Region State College	<input type="radio"/> Valley City State University
<input type="radio"/> Mayville State University	<input type="radio"/> Williston State College
<input type="radio"/> Minot State University	

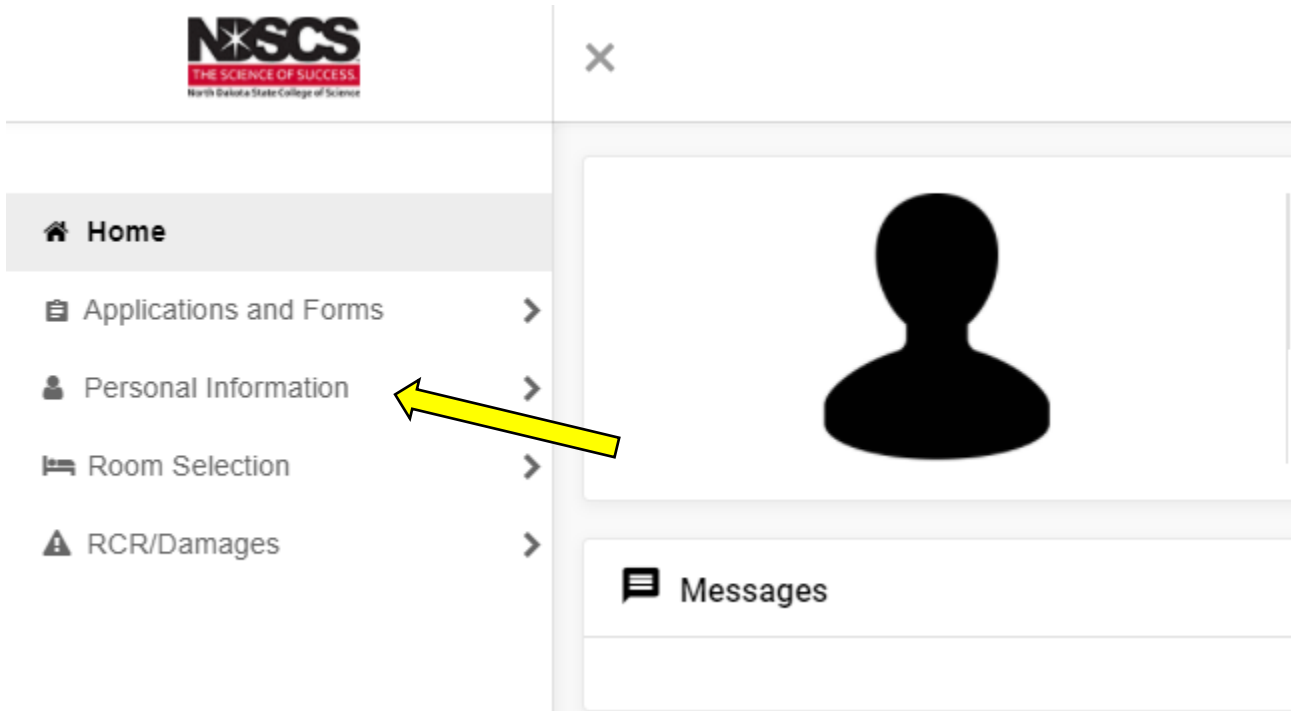
Continue

7. Log in using your CampusConnection username and password



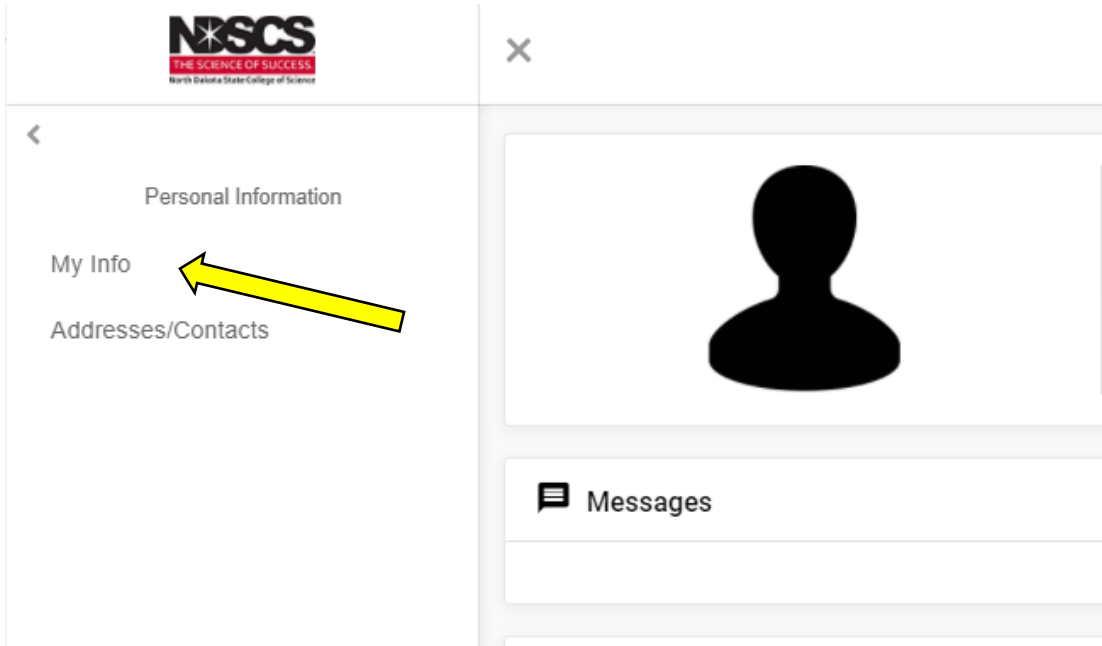
The image shows a login form for the North Dakota University System. At the top, there is a logo with the text "NORTH DAKOTA UNIVERSITY SYSTEM" and "ACCESS INNOVATION EXCELLENCE". Below the logo, the text "Please login using your NDUS Account ID" is displayed. There are two input fields: "ndus account id" and "ndus password". A blue "Sign in" button is located below the password field. Underneath the button is a checkbox labeled "Keep me logged in?" with the instruction "Do not check if you are using a public computer." Below this is a link that says "Can't Access Your Account?"

8. On the left side of the screen, select Personal Information



The image shows a navigation menu on the left side of a screen. The menu items are: "Home", "Applications and Forms", "Personal Information", "Room Selection", and "RCR/Damages". A yellow arrow points to the "Personal Information" item. To the right of the menu is a user profile card with a black silhouette of a person's head and shoulders. Below the profile card is a "Messages" section with a speech bubble icon.

9. Then click My Info



10. Fill in the blanks with the appropriate information and click Save

For the Term: SCS Fall 2020

11. Does your missing person contact have access to a current photograph, personal information, fingerprints, etc.?  Yes  No

10. Does your missing person contact understand that in the event you are reported missing that person will be the sole contact for NDSCS and/or law enforcement officials?  Yes  No

05. Please enter a home address for your emergency contact.  of 300 characters

04. Please enter an e-mail address for your emergency contact, if applicable.  of 300 characters

01. Please enter the first and last name of your emergency contact.  of 300 characters

03. Please enter a phone number for your emergency contact. Example: xxx-xxx-xxxx.  of 300 characters

02. Please enter your relationship to the emergency contact listed above. Example: parent, sibling, spouse, etc.  of 300 characters

06. In the event you are determined to be missing, what is the name of the person you want NDSCS officials to contact? This person must be 18 years of age or older.  of 300 characters

09. Please enter the home address for your missing person contact.  of 300 characters

08. Please enter a phone number for your missing person contact. Example: xxx-xxx-xxxx.  of 300 characters

07. Please enter your relationship to the missing person contact listed above. Ex: parent, sibling, spouse, etc.  of 300 characters

**Save**

Please call the Residential Life office at 701-671-2224 if you have any questions