

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

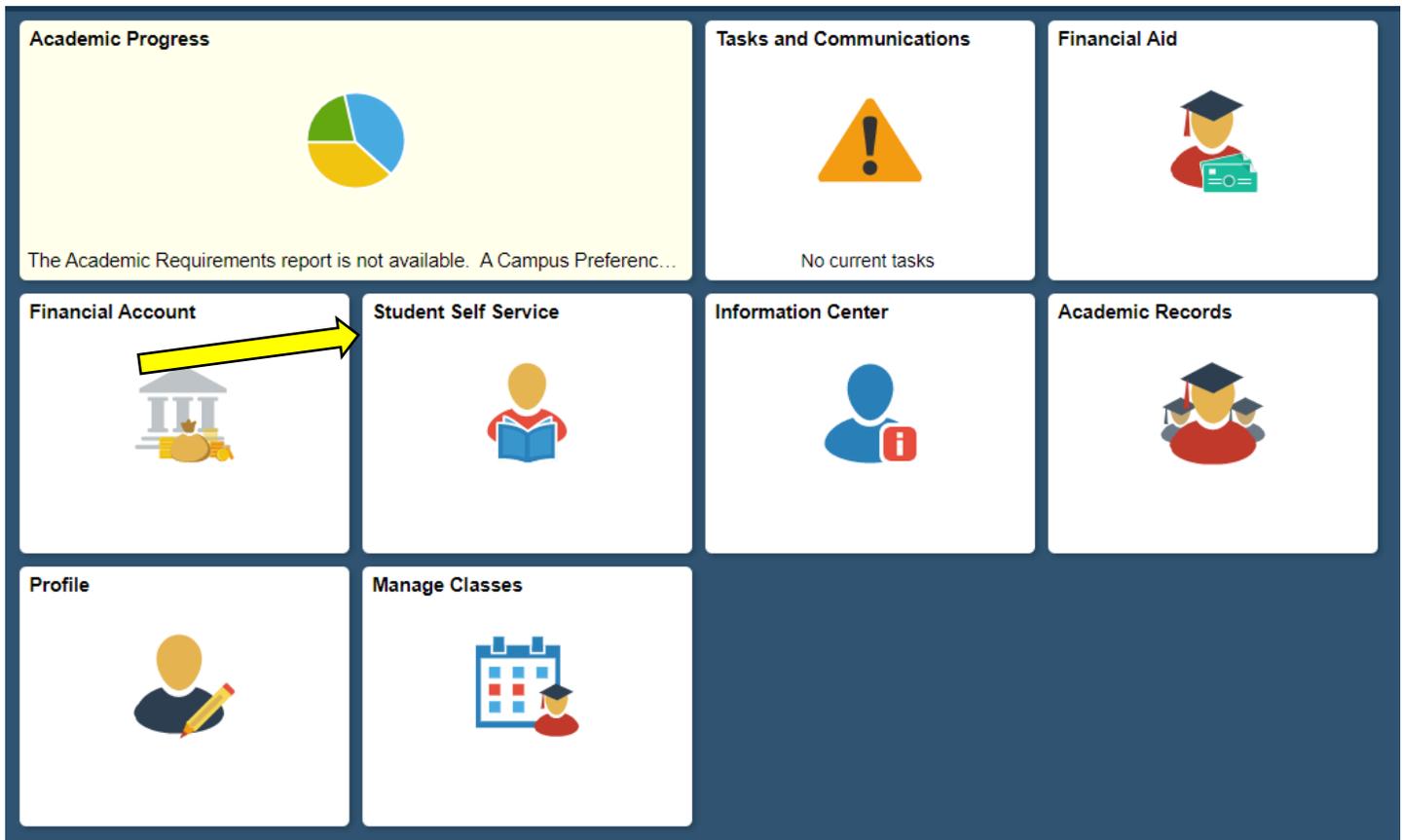
1. Go to NDSCS homepage at [www.ndscs.edu](http://www.ndscs.edu) and select Campus Connection



2. Log into CampusConnection

A screenshot of the 'Campus Connection Log In' page. The page is divided into two main sections. On the left, under the heading 'Campus Connection Log In', there is a sub-heading 'NDUS Campus Connection requires authentication using your NDUS identifier.' Below this are two input fields: 'User ID' and 'Password'. A checkbox labeled 'I agree to the terms of the User Agreement' is positioned above a 'Log In' button. On the right, under the heading 'Trouble Logging In?', there is a sub-heading 'If you are experiencing any difficulties getting logged into the system, please use the links below.' Below this are four blue buttons: 'NDUS System Status', 'User ID and Password Help', 'Send email to Help Desk', and '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

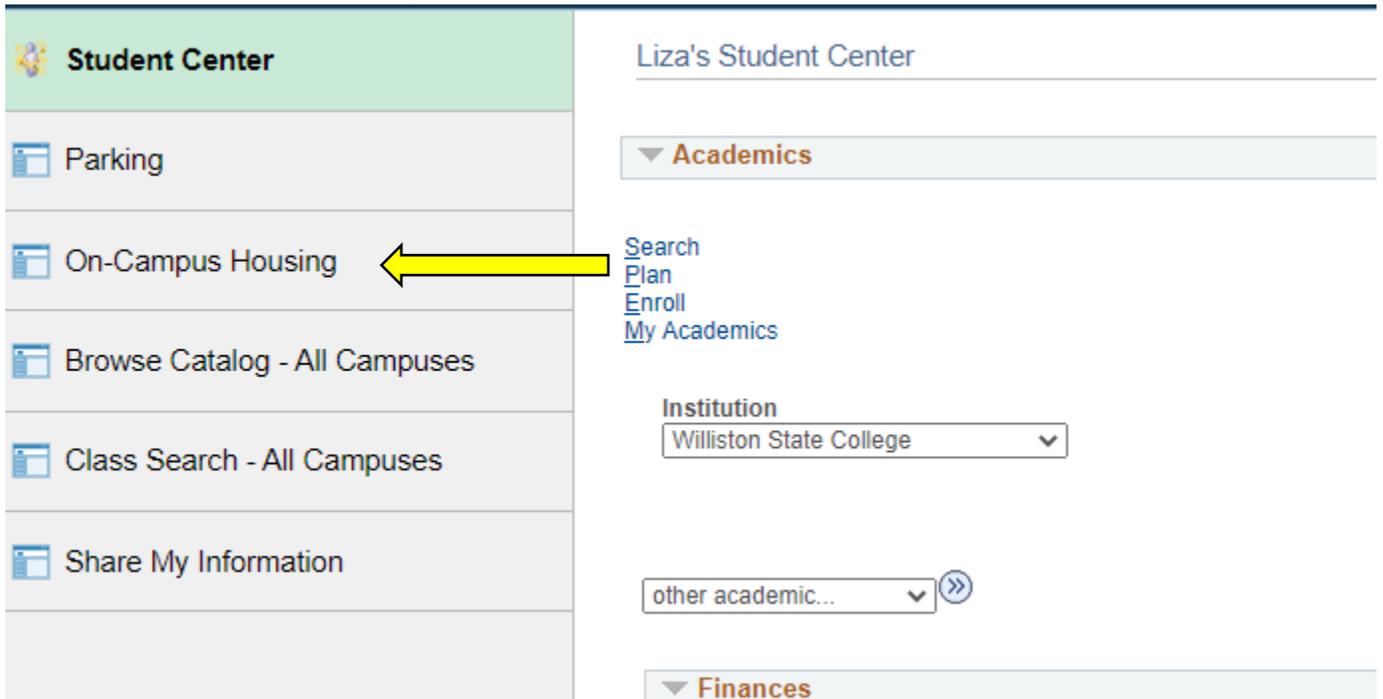
Information Center

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:**

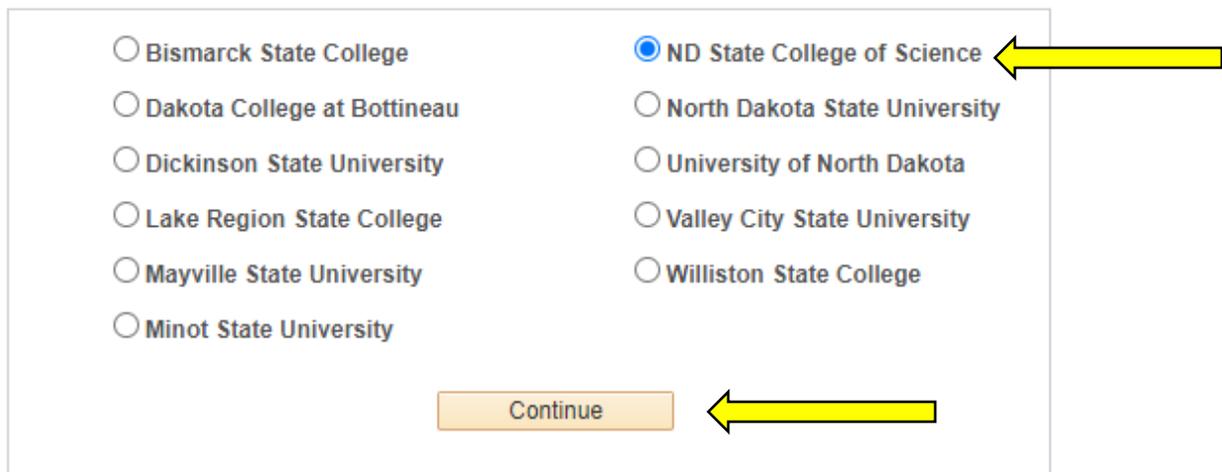
**Click the link for the browser you are using; it will open in a new tab.**

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

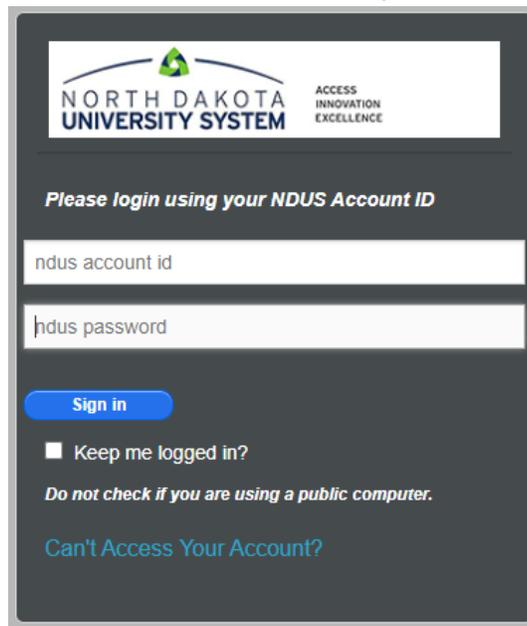


6. Select ND State College of Science, and Continue

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

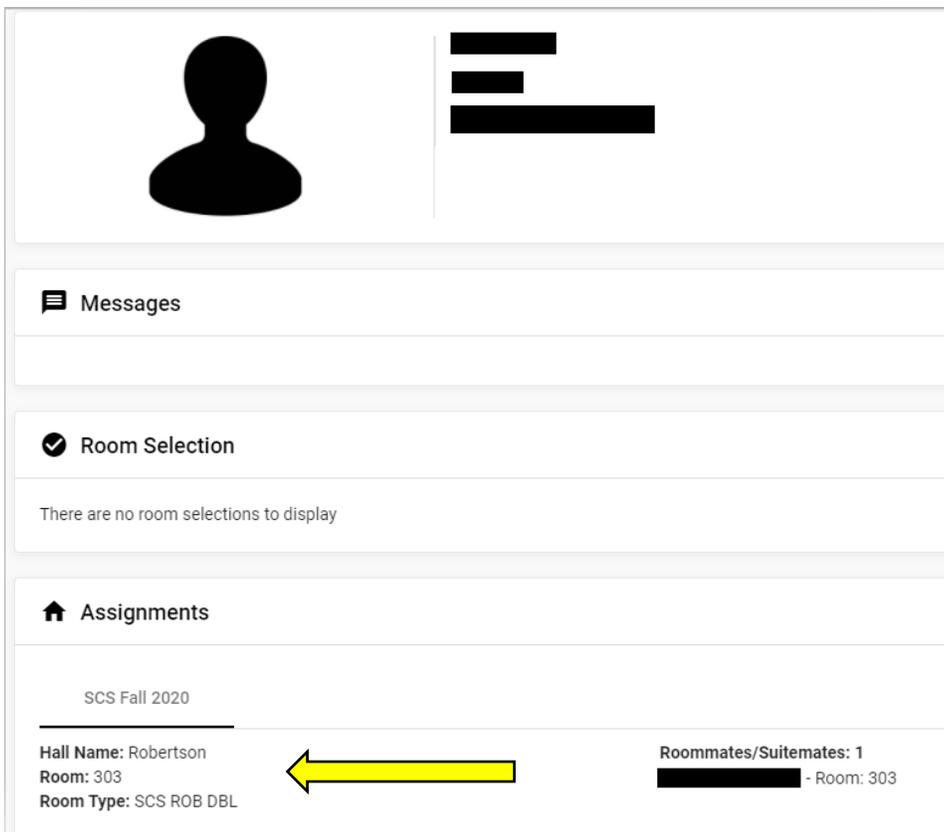


7. Log in using your CampusConnection username and password



The login screen features the North Dakota University System logo at the top, which includes the text "NORTH DAKOTA UNIVERSITY SYSTEM" and "ACCESS INNOVATION EXCELLENCE". Below the logo, the instruction "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 positioned below the password field. A checkbox labeled "Keep me logged in?" is present, with a note below it: "Do not check if you are using a public computer." A link for "Can't Access Your Account?" is located at the bottom of the form.

8. At the bottom of your main screen, you can see your assignment and roommate information.



The user profile section shows a silhouette icon and redacted text. Below this are three main sections: "Messages", "Room Selection" (with a checkmark icon and the text "There are no room selections to display"), and "Assignments". The "Assignments" section is titled "SCS Fall 2020" and contains the following information: "Hall Name: Robertson", "Room: 303", and "Room Type: SCS ROB DBL". To the right, it shows "Roommates/Suitemates: 1" followed by a redacted name and "- Room: 303". A yellow arrow points from the "Room: 303" text to the "Room Type: SCS ROB DBL" text.

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