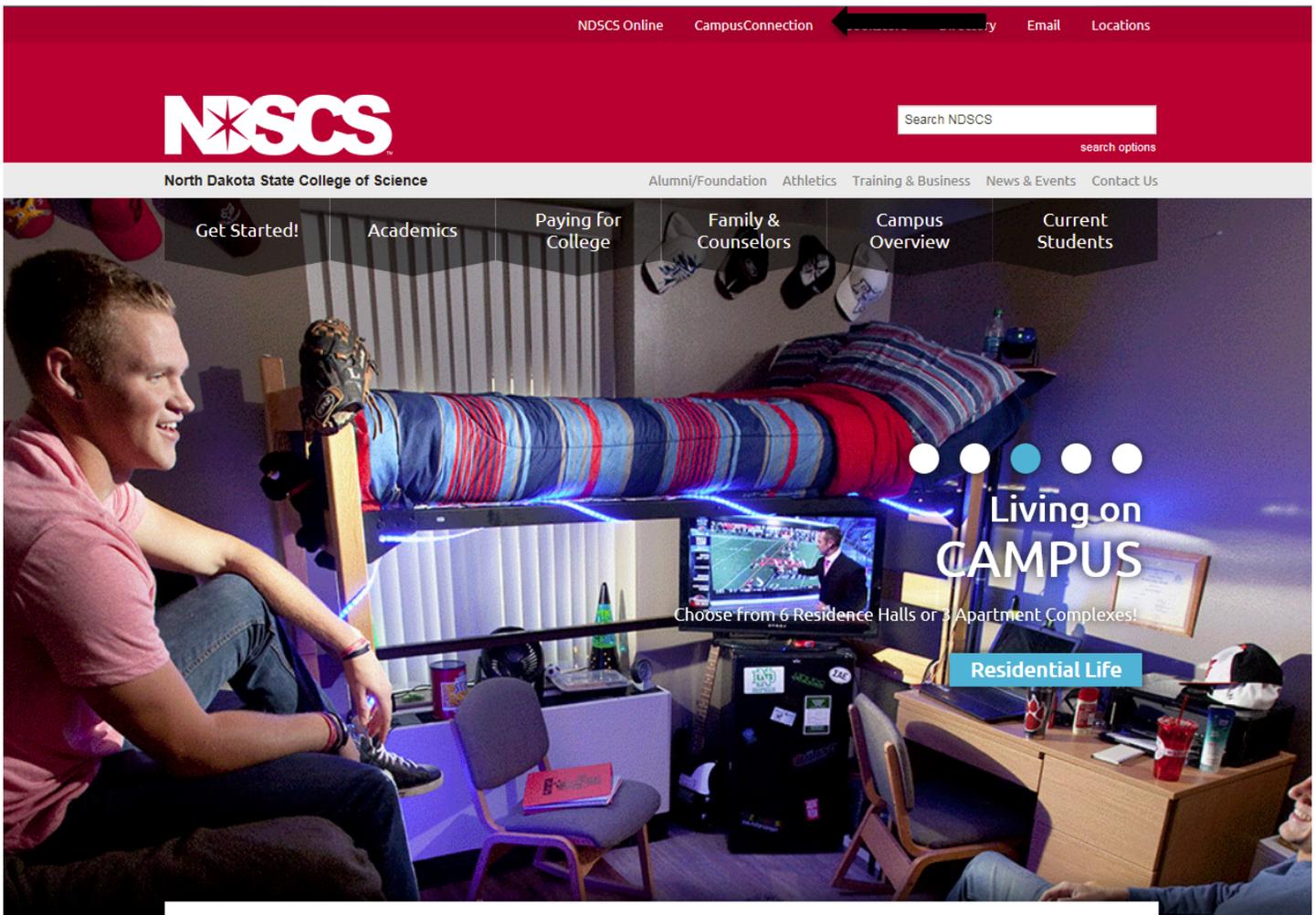


How to Enter Emergency and Missing Person Contact Information in Self Service

1. Go to NDSCS homepage at www.ndscs.edu and select Campus Connection.



Note: If you have not already claimed your NDUS account you will need to view the instructions on the right side of the Campus Connection screen. If you are having difficulty logging into the Campus Connection please call the NDSCS IT Service Desk at 701-671-3333, office hours are Monday – Friday from 7:45 am to 4:45 pm during the academic year and Monday – Thursday from 7:45 am to 4:45 pm and Friday from 7:45 am to 3:00 pm during the summer. If you need assistance after business hours please contact the NDUS Help Desk 24 hours a day at 1-866-457-6387.

2. Log into Campus Connection.



**NORTH DAKOTA
UNIVERSITY SYSTEM**

Campus Solutions Log In

NDUS Campus Solutions 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.

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3. Select Self Service from the Main Menu.

NORTH DAKOTA UNIVERSITY SYSTEM▼ Student Homepage

Academic Progress



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

Tasks



No current tasks

Manage Classes



Financial Account



Student Self Service



Financial Aid



Academic Records



Profile

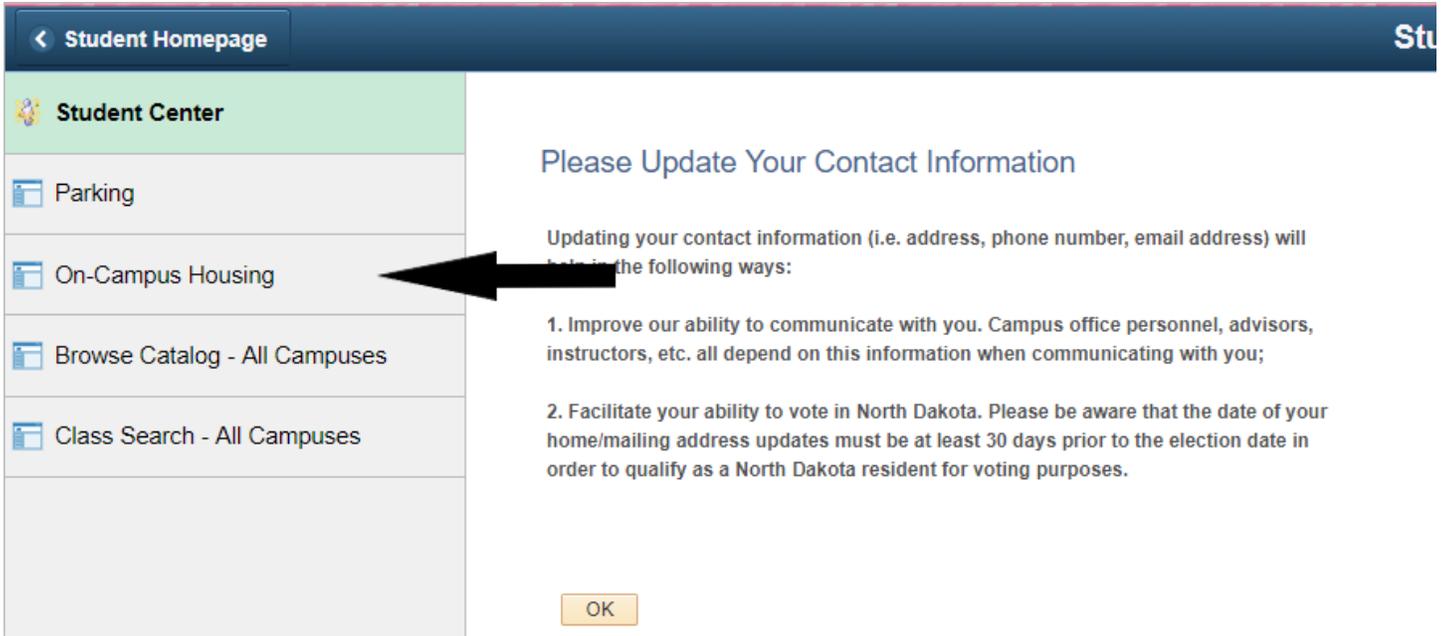


liza.hinrichs

Information Center



4. Select On-Campus Housing from the Self Service menu.

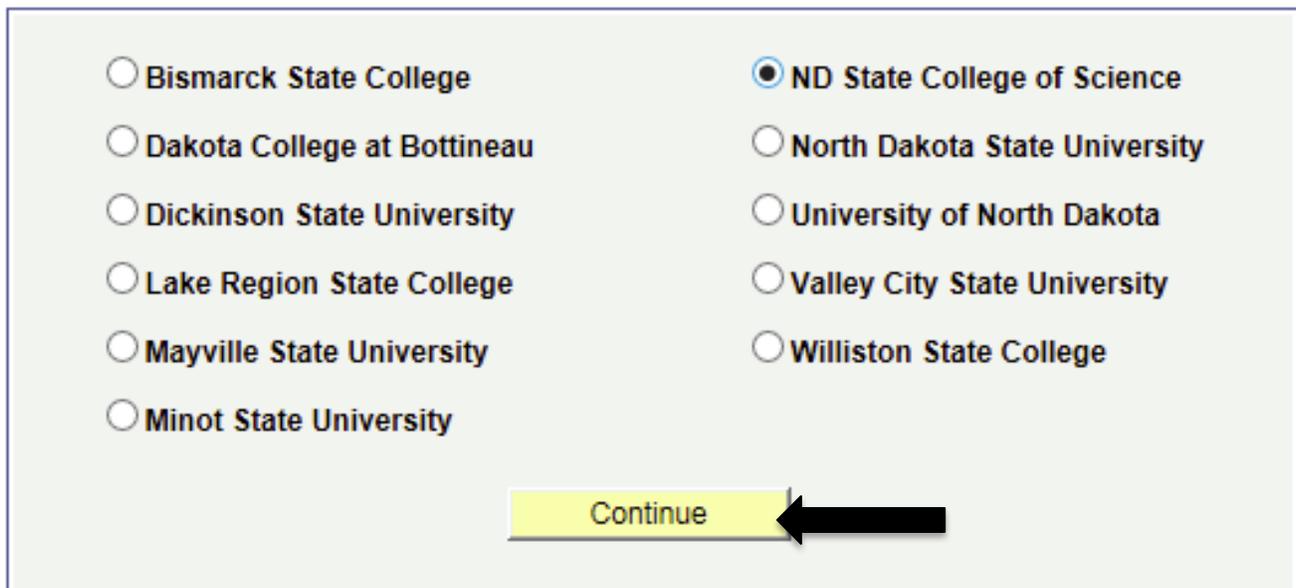


The screenshot shows a web interface with a dark blue header containing a back arrow and the text "Student Homepage". Below the header is a light green "Student Center" section. A vertical menu on the left lists several options: "Parking", "On-Campus Housing", "Browse Catalog - All Campuses", and "Class Search - All Campuses". A black arrow points to the "On-Campus Housing" option. To the right of the menu, a message reads "Please Update Your Contact Information" and explains that updating contact information will help in several ways, including improving communication and facilitating voting in North Dakota. An "OK" button is located at the bottom of the message.

5. Select ND State College of Science and click Submit.

On-Campus Housing

Please select a campus from the list below:



The screenshot shows a form with a list of radio button options for campus selection. The options are arranged in two columns. The first column includes Bismarck State College, Dakota College at Bottineau, Dickinson State University, Lake Region State College, Mayville State University, and Minot State University. The second column includes ND State College of Science (which is selected), North Dakota State University, University of North Dakota, Valley City State University, and Williston State College. A yellow "Continue" button is located at the bottom center of the form, with a black arrow pointing to it from the right.

6. Login a second time using your Campus Connection Username and Password.



Please login to Housing Self-Service using your Campus Connection Username and Password.

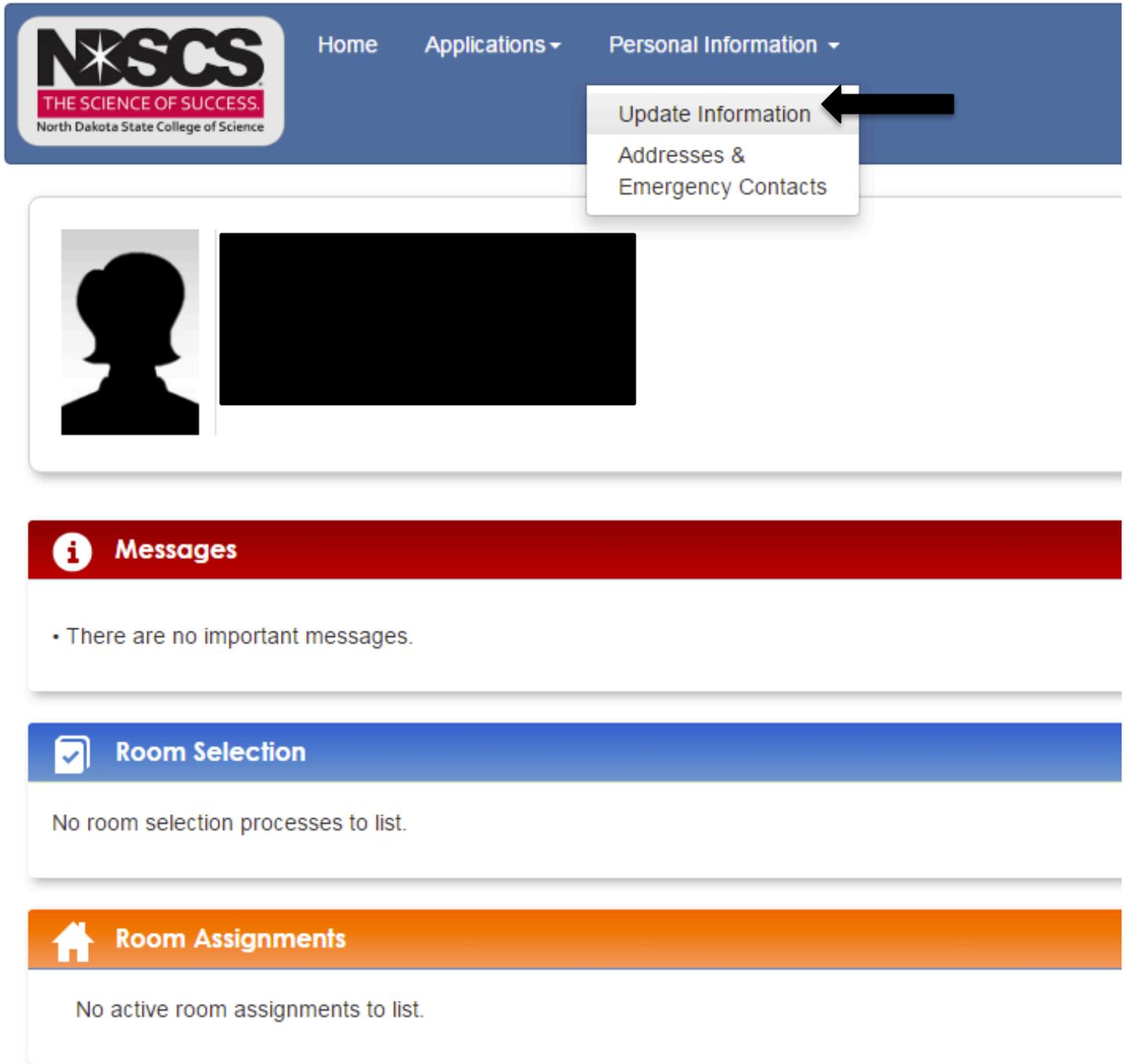
Username:

Password:

NOTICE: If you are having trouble logging in, please contact the housing department for further assistance.

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7. Select Update Information under the Personal Information tab at the top of the screen.



The screenshot displays the top navigation bar of the NDS-CS system. On the left is the NDS-CS logo with the tagline 'THE SCIENCE OF SUCCESS.' and 'North Dakota State College of Science'. The navigation menu includes 'Home', 'Applications', and 'Personal Information'. A dropdown menu is open under 'Personal Information', with 'Update Information' highlighted and a black arrow pointing to it. Below the navigation bar is a user profile section with a silhouette icon and a redacted area. The main content area consists of three colored sections: a red 'Messages' section with an information icon and the text 'There are no important messages.', a blue 'Room Selection' section with a checkmark icon and the text 'No room selection processes to list.', and an orange 'Room Assignments' section with a house icon and the text 'No active room assignments to list.'

8. Select the Term you are currently enrolled in and click the Submit button.

The screenshot shows the top navigation bar of the NDSCS website with the logo and the text 'THE SCIENCE OF SUCCESS. North Dakota State College of Science'. The navigation menu includes 'Home', 'Applications', and 'Personal Information'. Below this is an orange header for the 'Update Information' section. The main content area contains the text 'Select a Term:' followed by a dropdown menu. A black arrow points to the dropdown menu. Below the dropdown is a 'Submit' button, with another black arrow pointing to it.

9. Fill in the information for your emergency contact and missing person contact and hit the Submit button.

The screenshot shows the 'Update Information' page with a list of 11 questions. Questions 01 through 09 are for emergency contact information, and questions 10 and 11 are for missing person contact information. Each question has a corresponding text input field. Question 10 and 11 have dropdown menus with 'No' selected. At the bottom left is a 'Submit' button with a black arrow pointing to it. At the bottom right is a 'Select Term' dropdown menu.

If you have any questions, please call Residential Life at 1-800-342-4325 ext. 32224 or 701-671-2224.