CampusConnection 9.0 – How To…

* Obtain Password
- Click on “Forgot My Password”
- Go to the email account provided to obtain your password (see instructions below)
**If you experience difficulty or receive errors please contact 858-3018 or the NDUS Helpdesk at 1-866-457-6387

* Change password
- Click on “My System Profile”
- Click on “Change password” (must be at least 8 characters long and include at least 1 digit)

* Print Unofficial Transcript
- Click on “Student Center”
- Click “My Academics”
- Click “View my unofficial transcript”
- Select Minot State University and report type “Unofficial”
- Click “Go”

* View Transfer Credit Report
- Click on “Student Center”
- Click “My Academics”
- Click “View my transfer credit report”
OR
- Click “View my course history”

* Add, Drop or Swap classes
- Click on “Student Center”
- Click on “Enroll”
- Choose Term and click “Continue”
- Enter Class Number, or click “Class Search”
- Click “Next”
- Click “Proceed to Step 2 of 3”
- Click “Finish Enrolling”
- Use tab keys at top of page to Drop, or Swap, or Edit Classes and follow same steps as above.
  Step by Step instructions are available on the training website.

* Print your Class Schedule
- Click on “Student Center”
- Use the “other academic” drop down menu to select “Class schedule”
- Click
- Select a term and click “Continue”

* View Advisor
- Click on “Student Center”
- Advisor contact information is located on the lower right.
- Click “Details” and click on his/her name to generate an email

* View Grades
- Click on “Student Center”
- Use the “other academic” drop down menu to select “Grades”
- Click
- Select a term and click “Continue”

* Update/View personal information
(Address, phone number, e-mail)
- Click on “Student Center”
- Scroll down to Personal information click on field to view or edit