

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"

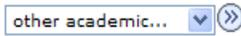
* View Transfer Credit Report

- 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