

Here are **examples** of two emails you should have received:

Part 1

Welcome [Your Name].

You are receiving this information because you have applied for admission to a North Dakota public institution of higher education, or have requested access to services.

Your next step in this process is to activate or 'claim' your NDUS User ID account.

To complete this, you only need your claim ID & claim number.

Your assigned claim or emplid is: MOTXXXXXXX

Your assigned claim number will be sent in a subsequent email.

If you have any problems, contact the NDUS Help Desk at:

1-866-457-6387 (toll-free in the US and Canada)

ndus.HelpDesk@ndus.edu

Hours: 24hrs/day, 7 days/week

Part 2

[Your Name].

As stated in a previous email, this email contains your claim number.

Your claim number is: XXXXXXXX

Your next step in this process is to activate or 'claim' your NDUS User ID account.

To complete this, you need your claim ID & claim number.

To start the process, go the Claim Page: <https://claim.ndus.edu>

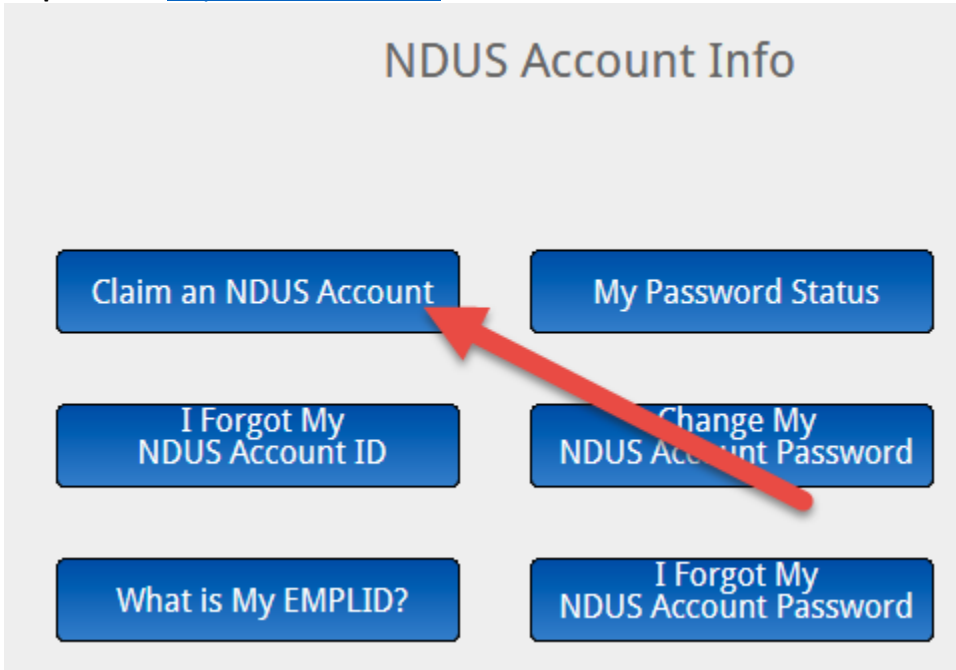
If you have any problems, contact the NDUS Help Desk at:

1-866-457-6387 (toll-free in the US and Canada)

ndus.HelpDesk.ndus.edu

Hours: 24hrs/day, 7 days/week

Step 1: Go to <https://claim.ndus.edu> and click on the Claim an NDUS Account

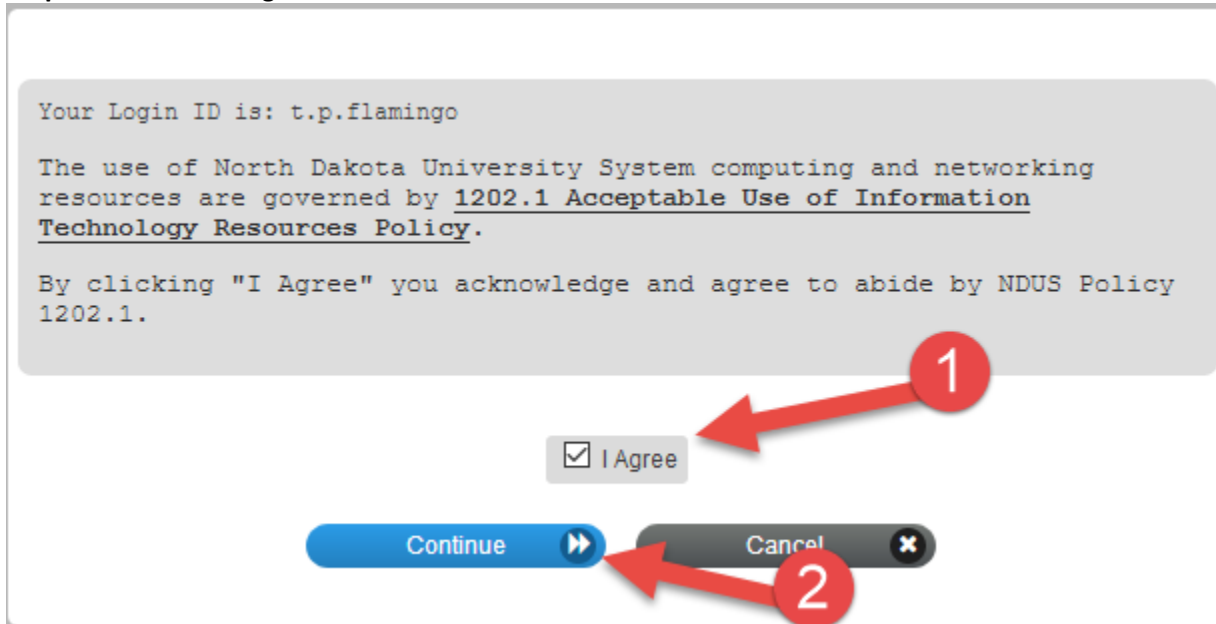


Step 2: Watch the introduction movie.

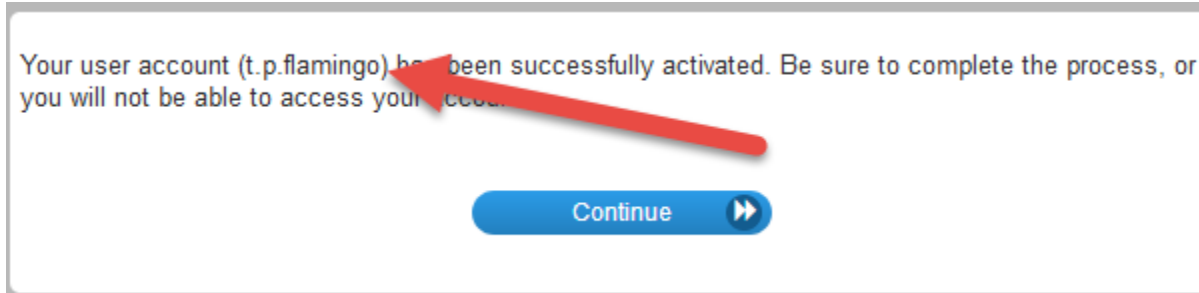
1. After the movie, you will be asked to enter your Claim ID or Emplid (same number starting with MOT, case sensitive).
2. Then enter Birthdate (mm/dd/yyyy)/Claim Number – disregard the request for the birthdate and enter the claim number
3. Click on Continue

The image shows a screenshot of a form titled 'To confirm your identity, please enter the following information. Your information will be used to locate and activate your user account.' Below the title, there is a section titled 'What is my EMPLID?' with the instruction 'Be sure to complete the process. 1 Your account will not be activated properly.' There are two input fields: 'Emplid*' and 'Birthdate (mm/dd/yyyy) / Claim Number*'. A red arrow labeled '1' points to the 'Emplid*' field. A red arrow labeled '2' points to the 'Birthdate (mm/dd/yyyy) / Claim Number*' field. A red arrow labeled '3' points to the 'Continue' button at the bottom of the form. The 'Continue' button is blue with a right-pointing arrow, and the 'Cancel' button is gray with a close icon.

Step 3: Check the "I agree" box and continue



Step 4: The next screen will display your user name, write it down and then click on continue



Step 5: You will be asked to set your password – read the instructions for setting up your password carefully. Once you are done confirming your password click on Change Password. Write down your password.

Login ID: t.p.flamingo

Once you change your password, keep it secure. You can change your password at any time, but you won't be required to change it again unless there is evidence it has been compromised. After you type your new password, click the Change Password button. Be sure to keep your password in a safe place such as a password manager/vault. Your new password cannot include a "space" or your previous ten passwords and must meet the following requirements:

- Password is case sensitive.
- Must be at least 12 characters long.
- Must be no more than 16 characters long.
- Must not include any of the following values: password test * , < >
- Must not include part of your name or username.
- Should not include a common word or commonly used sequence of characters.
- Can be changed no more often than once every 1 day.
- New password may not have been used previously.

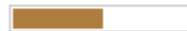


New password accepted, please click change password

New Password 




Strength: Good



Confirm Password



Change Password 



Step 6: Click on Continue and input an alternate email address and then click update.

Step 7: You will be prompted to review the information you have entered, if it is correct click on Confirm. You will be informed that your user information has been successfully updated, click continue. Your claim is complete at this point.

Step 8: Go to <https://blackboard.ndus.edu> and use the user name and password you just setup to enter Blackboard.

1. Once you are in Blackboard, click on the **Courses** link in the left navigation menu.
2. On the **Courses** page you will see the link to your course. Click on the title of the class to access the course.
3. If you have questions about the course content or testing, contact the instructor.

The screenshot shows the Blackboard interface for a user. On the left is a red navigation sidebar with the Minot State University logo at the top. The sidebar contains icons and labels for: Institution Page, Your Name, Activity Stream, Courses (highlighted), Organizations, Calendar, Messages, Grades, Tools, and Sign Out. The main content area is titled "Courses" and features a breadcrumb trail "← Spring 2022". Below this is a search bar with the text "Search your courses" and a "Filter" dropdown menu set to "All Courses". The course list is titled "Spring 2022" and contains one entry: "MISU1-mdr_2230 Driver License Online Course - Webster SP22 Original Course View". Below the course title are two links: "Multiple Instructors" and "More info" with a downward arrow.