

CLAIM YOUR ACCOUNTS



You have two IT accounts. Both will require the same User ID and password for access.



Used to access:
Campus Connection
Email (@ndus.edu)
Blackboard NDUS System

STEP 1:

Claim your NDUS account

1. Go to <https://claim.ndus.edu>.
2. Click 'Claim an NDUS Account'.
3. Enter your **DOB** and your **student ID number** (also known as your EMPLID), which was included in your acceptance letter, and click 'Continue'.
4. Check 'I Agree' then click 'Continue'. A confirmation message displays indicating that your account has been activated. Click 'Continue'.
5. **Input a new password.** After it has been accepted, click 'Change Password'. A dialog box indicating that you have successfully changed your password appears. Click 'Continue'.
6. **Select three security questions.** Click 'Save Answers'. A Thank You message appears.
7. Clicking Continue produces a dialog box that allows you to go back and change your password, reset the security questions you've set up, Setup Google Authentication or Setup Alternate E-mail account for password recovery. **Once you have reached this dialog box, you will have completed the process of claiming your NDUS account.**

Be sure to record your NDUS username and password in a safe place for future reference!

For questions about your Campus Connection account, contact the Minot State ITC Office at 701-858-4444.



Used to access:
Computer Labs
Library Services
Wired/Wireless Network

STEP 2:

Set up your Minot State email account

1. Go to MinotStateU.edu/mail.
2. Click on Office 365 Webmail.
3. Enter your **Name (User ID)** as your email address in the format created when you claimed your NDUS Account.
Example: `firstname.lastname@ndus.edu` (must be entered in all lower case; sometimes a middle initial is included in the User ID)
4. Your **Password** for your Minot State email is the **same as your NDUS Account.**

Forgot your password? You will need to reset it using the 'Forgot your password' link at MinotStateU.edu/cc.

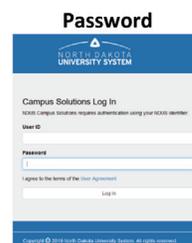
Need help? Monday – Friday: contact the **Minot State Help Desk** at 701-858-4444/800-777-0750 ext. 4444 or helpdesk@MinotStateU.edu. Weekends and federal holidays: visit MinotStateU.edu/helpdesk for assistance.

If you are currently attending another NDUS institution, you may have already claimed your NDUS account and may already be using your @ndus.edu account. You will begin receiving @minotstateu.edu emails soon after being accepted. **However, your 'campus home' email will become @minotstateu.edu after you enroll in classes at Minot State.**



Duo Two-Factor Identification

Duo adds a second level of verification when logging into designated websites and online services. This added layer of security will help to decrease account compromises and identity theft by allowing you to use your smartphone, cell phone, tablet, or landline phone to easily confirm your login requests. To enroll your device, go to <http://duo.minotstateu.edu>.



Success



CAMPUS CONNECTION

Campus Connection is the system that you'll use to accept or decline your financial aid award, register for classes, and view and pay your bill.



Log in to Campus Connection

1. Go to MinotStateU.edu/cc.
2. Click the 'Campus Connection Login' link.
3. On the login page, enter your NDUS User ID and password.
4. Click the 'Log In' button.

Forgot your password? You will need to reset it using the 'Forgot your password' link.

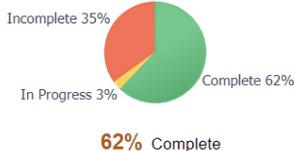


Need help? Scan the QR code to view Campus Connection 'How To' videos.

STUDENT HOMEPAGE

After you're logged into Campus Connection, your Student Homepage will be your default screen. Click on the Student Homepage tiles to view your academic, financial, and personal information.

Academic Progress



- Academic Progress Summary
- Academic Progress
- My Academic Requirements
- View What-If Report
- Advisor and Advising Notes
- View Transfer Credit Report
- Campus Preferences

Tasks



1 To Do's 6 Holds

- To-Do's
- Holds
- Completed Agreements
- Communications

Manage Classes



- View my Classes
- Shopping Cart
- My Weekly Schedule
- Schedule Planner
- Class Search and Enroll
- Enroll by My Requirements
- Enrollment Dates
- Drop Classes
- Update Classes
- Swap Classes
- Browse Course Catalog
- Planner
- Sign Financial Obligation Agreement

Student Self Service



- Student Center
- Parking
- On-Campus Housing
- Browse Catalog – All Campuses
- Class Search – All Campuses
- Official Transcript Request
- Enrollment Verification

Financial Aid



Web Menu:

- Awards Summary
- Accept/Decline Awards
- Disbursements
- Outside Aid
- Shopping Sheet
- Need Summary
- Cost of Attendance
- Expected Family Contribution

Mobile Menu:

- Outstanding Awards
- Manage Accepted Awards
- Award Summary
- Shopping Sheet
- Disbursements
- Outside Aid

Academic Records



- View Transfer Credit Report
- Enrollment Verification
- Official Transcript Request
- Apply for Graduation
- View Graduation Status
- Course History
- View Grades
- View Unofficial Transcript

Profile



- Personal Details
- Contact Details
- Address information
- Emergency Contacts
- Ethnicity

Information Center



- Username information
- Announcements
- Outage Information

Financial Account



- Account Balance
- Account Activity
- Charges Due
- Payment History
- Direct Deposit
- Pay Online Now
- Sign Financial Obligation Agreement
- Account Summary
- View Signed Financial Obligation Agreement
- View 1098-Ts