

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 or help with your account, contact the NDUS Help Desk at 866-457-6387 or visit helpdesk.ndus.edu.



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>.



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.



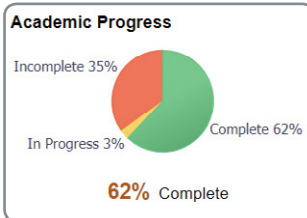
Log in to Campus Connection

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.

STUDENT HOMEPAGE

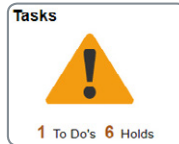
After you're logged into Campus Connection, your **Student Homepage** will be your default screen. Click on the Student Homepage tiles to view your academic, financial, and personal information.



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



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



To-Do's
Holds
Completed Agreements
Communications



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

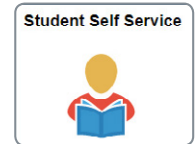
Mobile Menu:
Outstanding Awards
Manage Accepted Awards
Award Summary
Shopping Sheet
Disbursements
Outside Aid



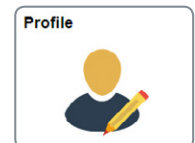
View my Classes
Shopping Cart
My Weekly Schedule
Schedule Planner
Class Search and Enroll
Enroll by My Requirements
Enrollment Dates
Drop Classes
Update Classes
Swap Classes
Browse Course Catalog
Planner
Sign Financial Obligation Agreement



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



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



Personal Details
Contact Details
Address information
Emergency Contacts
Ethnicity



Username information
Announcements
Outage Information