

Applying for Housing Online

Applying for housing on the campus of Mayville State University just got easier by going online! Before you can apply for housing, you must first claim your NDUS User Account. Follow the instructions below to submit your application online.

Locating your EMPLID/Student ID Number

After applying to Mayville State University, you will receive an e-mail from the NDUS office with your EMPLID/Student ID number. You will need this EMPLID/Student ID number in order to complete the account claim process. Once you are admitted to Mayville State you will also receive a letter in the mail with your EMPLID/Student ID number. If further assistance is needed for locating your EMPLID/Student ID number, please contact the Office of Admissions at 701-788-4667.

Claim Your NDUS User Account

1. Claim your NDUS User Account. Go to the website <https://helpdesk.ndus.edu/ndusaccount/> To claim your account, you will need your assigned EMPLID/Student ID and your birth date.

The screenshot shows the 'NDUS Account Info' page. At the top, there is a header for 'NORTH DAKOTA UNIVERSITY SYSTEM' with the tagline 'ACCESS INNOVATION EXCELLENCE' and 'SYSTEM INFORMATION TECHNOLOGY SERVICES'. Navigation buttons for 'SITS Info', 'Departments', and 'Help Desk' are visible. A search bar is located below the header. On the left, a vertical 'Get Help Now' button is present. The main content area is titled 'NDUS Account Info' and includes a brief description: 'Your NDUS Account consists of an account ID and a password. This account is used to access NDUS services, like Campus Connection, Financials, HRMS, and Moodle.' Below this are five buttons: 'Claim an NDUS Account', 'Change my NDUS Account Password', 'I Forgot My NDUS Account ID', 'I Forgot My NDUS Account Password', and 'What is My EMPLID?'. On the right, there is a sidebar with 'Help Desk Home', 'Your NDUS Account', 'Your Tickets', and 'Help Desk Services' buttons, and a 'Notifications' section stating 'There are no notifications at this time'.

2. Click the blue button that says **Claim an NDUS Account**



- Click **Begin** to start the Acceptable Use Quiz

Acceptable Use Quiz

Please take a few moments to complete this IT security refresher. The 12 questions should take less than 10 minutes to complete.

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Using the account claiming process means you agree to abide by the policies on use of computer facilities of the North Dakota University policies by visiting the [NDUS Policies and Procedures page](#).

Begin »

- The Acceptable Use Quiz consists of 12 questions. You must answer each question correctly to move on. Answer each question, clicking "**Continue >>**" after answering correctly or "**<< Try Again**" if incorrect.
- When finished, click **Continue to claim your account**

Congratulations. You have completed the Acceptable Use Quiz

Continue to claim your account »

- Enter your **Date of Birth** mm/dd/yyyy and your **EMPLID/Student ID** in the respective fields
 - o mm = The month you were born, use two numbers
 - o dd = The day you were born, use two numbers
 - o yyyy = The year you were born, use all four numbers
 - o make sure you use the / between each

Account Claim Process

Enter your date of birth and your Empl ID to locate your record.

* Date of Birth (mm/dd/yyyy) |

* EMPLID (Do not enter the W.)

- Click **Continue**
- Please answer at least 3 of the authentication questions [in the event you forget your password in the future, you will need to provide the answers to the three questions you choose in this step]

9. Click **Continue**
10. **Create** and **Confirm** a new password

Password

Confirm Password

Password Policy:

The password must contain at least 8 characters from three of the following four categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Nonalphanumeric characters `~!@#\$%^&*()_+ -= { } [] \ | ' ; , . /

NO spaces are allowed
Passwords cannot contain your name or user name

11. Click **Change Password**
12. The final screen will notify you of your NDUS User ID [example: jane.doe]

If you have any problems with this process, please contact the **NDUS Help Desk at 1-866-457-6387** (toll-free in the US and Canada), 24 hours a day, 7 days a week or via email at ndus.helpdesk@ndus.edu

Login to ConnectND

1. Go to the Mayville State website at www.mayvillestate.edu and scroll to the bottom of the page where you will find the Quick Links.

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Mayville State University

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IS MAYVILLE STATE RIGHT FOR YOU?

Click here to learn more about the great opportunities that are available for you. Yes. U!

THEA REILKOFF
Graduate of Mayville State in 1997.
Degree in Chemistry.
Currently attending U of M on full law scholarship. Formerly Director of External Relations at the Yale School of Engineering.

[HEAR HER STORY >>>](#)

QUICK LINKS my staff portal my student portal

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2. Click the white arrow and select **Campus Connection** from the list of options.

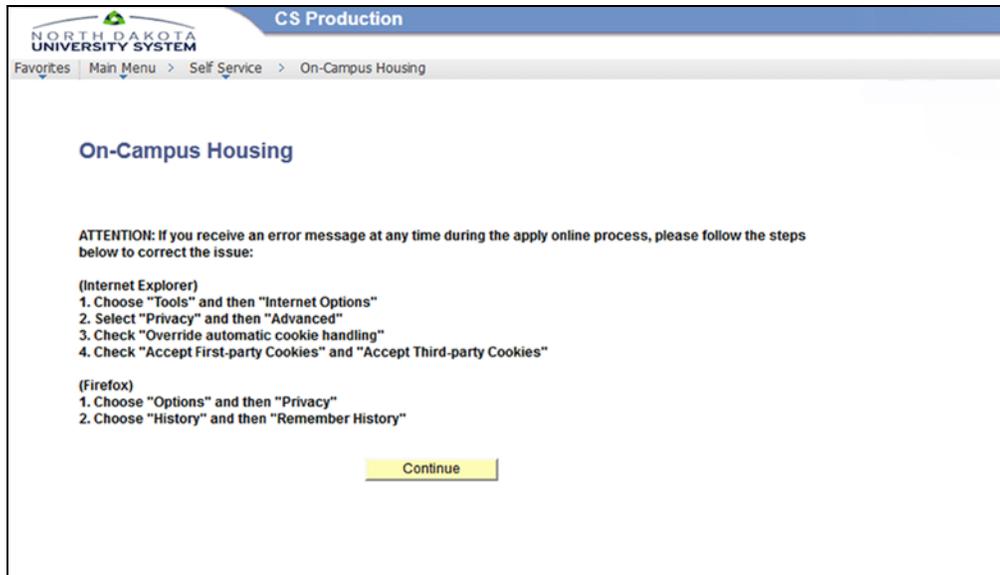


3. Enter your User ID and Password from the account claim process and click **Sign In**.

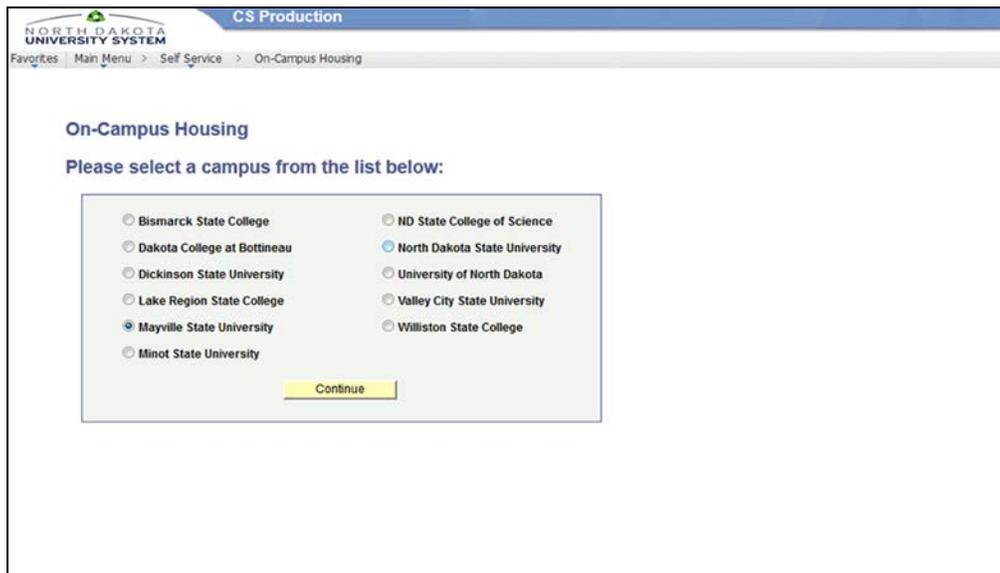
A screenshot of a web form titled 'CampusConnection Signin'. At the top, it says 'Who Am I?' and 'You are signed in as GUEST on NDCSPRD'. Below that, there are two input fields: 'User ID:' and 'Password:'. A yellow 'Sign In' button is located at the bottom of the form.

Once you are signed in, click **Self-Service**, and then click **On-Campus Housing** to apply for housing.

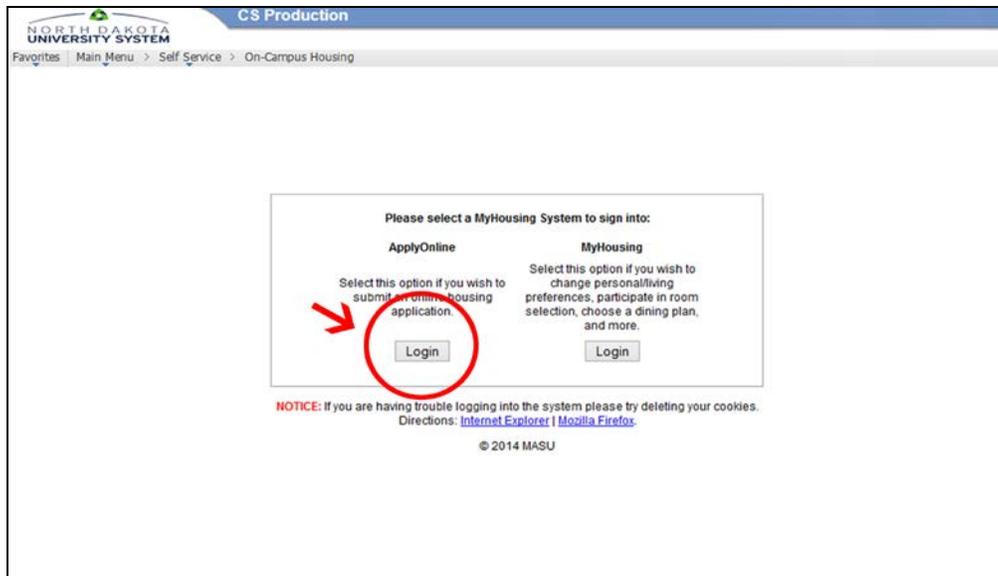
Applying for Housing Online continued...



- #1. You MUST check your settings on your internet browser before starting; this will avoid ERROR messages throughout the application process.

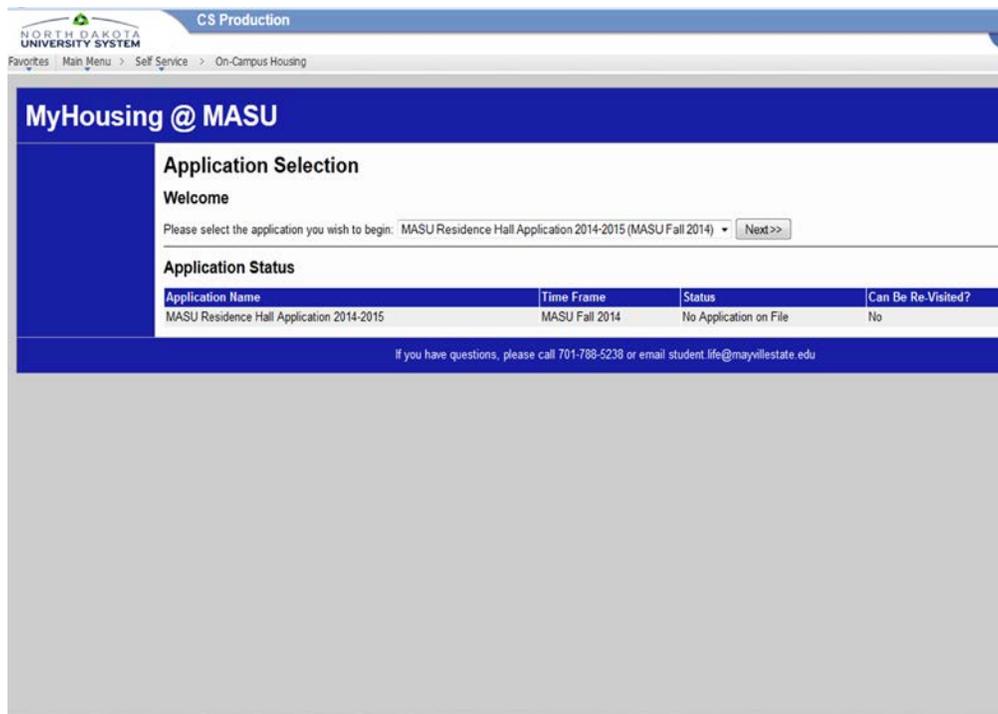


- #2. Select "Mayville State University"



#3. Click “ApplyOnline” to continue.

*After you have applied for housing you will be able to change your living preference settings with the “MyHousing” login.



#4. You should see “Welcome (your name)” at the top, please select the MASU Residence Hall Application and click “Next”.

The screenshot shows the 'MyHousing @ MASU' interface. At the top, it says 'CS Production' and 'NORTH DAKOTA UNIVERSITY SYSTEM'. Below that is a navigation bar with 'Favorites | Main Menu > Self Service > On-Campus Housing'. The main heading is 'MyHousing @ MASU'. The current step is 'Housing Agreement'. There are two links: 'Click here to view the contract (Adobe Reader required)' and 'If you do not have Adobe Reader, click here to download it'. Below these links are two radio buttons: 'I Agree' (which is selected) and 'I Do Not Agree'. A 'Next>>' button is at the bottom of the form. A footer bar contains the text: 'If you have questions, please call 701-788-5238 or email student.life@mayvillestate.edu'.

#5. Please read the House Agreement click “I Agree” to continue.

The screenshot shows the 'MyHousing @ MASU' interface at a later stage. The navigation and header are the same. The main heading is 'MyHousing @ MASU'. The current step is a message: 'Thank you for choosing MASU Housing. To complete the application process, you will be asked to make a \$50 room reservation payment. This payment will be applied to your room and board charges for the term in which you are requesting housing. If you are not prepared to make the \$50 payment at this time, through the use of a credit card or e-check, please log in again when you are ready.' Below this message is a 'Continue >>' button. The same footer bar is present at the bottom: 'If you have questions, please call 701-788-5238 or email student.life@mayvillestate.edu'.

#6. If you are prepared to make a \$50 payment through either credit card or e-check, click “Continue”.

The screenshot shows the 'Personal Preferences' section of the MyHousing @ MASU website. It contains several questions with input fields:

- 01. What type of music do you enjoy? (List of genres: R & B, Country, Spiritual, Pop, Alternative, Jazz, Rap & Hip Hop, Rock)
- 02. What is your cell number? (Text input)
- 03. I consider myself a... (Dropdown menu, value: (N/A))
- 04. Do you study in silence? (Dropdown menu, value: No)
- 05. How far away from Mayville, ND do you live? (Dropdown menu, value: (N/A))
- 06. Do you like sports? (Dropdown menu, value: No)
- 07. What is your email address? (Text input)
- MASU Roommate Request (Text input)

Buttons for 'Continue >>' and '<< Back' are visible at the bottom of the form.

#7. Please make selections for all of the required fields, this process will help find a compatible roommate based on your preferences.

The screenshot shows the 'Living Preferences' section of the MyHousing @ MASU website. It displays a table of current preferences and a form to add a new one:

Choice #	Request Type	Value
1	(hall) Selection	Berg Hall <input type="button" value="Remove"/>

Below the table, the 'Add a New Living Preference' section includes:

- Choice #: 1 (dropdown)
- Request: (select a request type...) (dropdown)
- Buttons for 'Continue >>' and '<< Back'

#8. Please select your Residence Hall preferences, we cannot guarantee that you will be placed into the dorm that you selected (it is based on a first-come, first-served basis).

Application for Housing

Please select a payment method and enter an amount

* Indicates required information

Please enter your payment information: \$ 50.00

* Payment method: Select a Payment Method

[Continue](#) [Cancel this payment transaction.](#)

#9. Please select your payment method and click “Continue” to finish your application process.

You have now applied for housing at Mayville State University!