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.

2. Click the blue button that says Claim an NDUS Account
3. Click **Begin** to start the Acceptable Use Quiz

4. 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.

5. When finished, click **Continue to claim your account**

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

7. Click **Continue**

8. 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 Entry Form]

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](http://www.mayvillestate.edu) and scroll to the bottom of the page where you will find the Quick Links.
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**.

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”.

3/11/2014
#5. Please read the House Agreement click “I Agree” to continue.

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

3/11/2014
#7. Please make selections for all of the required fields, this process will help find a compatible roommate based on your preferences.

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

You have now applied for housing at Mayville State University!