Claim Your Account

How to Claim Your Account

These instructions will walk you through steps for claiming your NDUS account, creating a password, and specifying security questions to access your account in the event you forget your password.

To view the list of NDUS Account information and options, type the following URL in your browser window: https://**helpdesk.ndus**.edu/ndusaccount/

To claim your account, click the "**Claim an NDUS Account**" button as shown below.

Input your Emplid and 8-digit birthdate in the fields provided. (For more information, click the link "What is my EMPLID?")

Click "**Continue**."

To confirm your identity, please enter the following information. Your information will be used to locate and activate your user account.

What is my EMPLID?

Be sure to complete the process, or your account will not be activated properly.

Emplid*

Birthdate (mm/dd/yyyy)*

Continue ▶▶   Cancel ✖

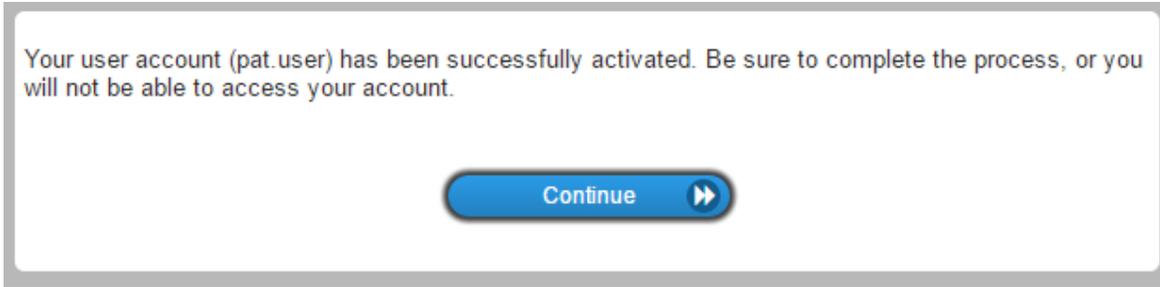Check "**I Agree**" then click "**Continue**" to proceed.

Your Login ID is: your.username

The use of North Dakota University System computing and networking resources are governed by 1202.1 Acceptable Use of Information Technology Resources Policy.

By clicking "I Agree" you acknowledge and agree to abide by NDUS Policy 1202.1.

☑ I Agree

Continue ▶▶   Cancel ✖

A confirmation message displays indicating that your account has been activated. Click the "**Continue**" button again to proceed.

Your user account (pat.user) has been successfully activated. Be sure to complete the process, or you will not be able to access your account.
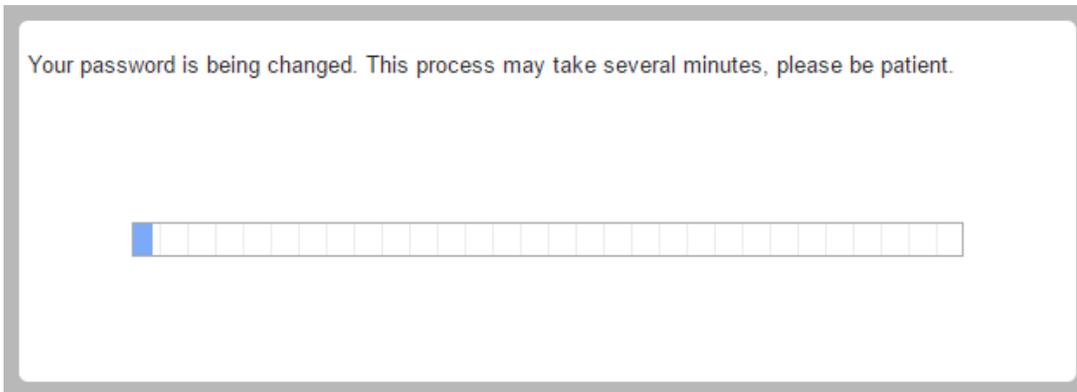
Continue ▶▶

Creating a New Password

Next, you will be prompted to input a new password.

As you attempt to create a new password, messages display to indicate whether your password meets the listed criteria as well as overall password strength. Note that you cannot copy/paste your password into the confirm password box. It must be manually typed to confirm the password match. Keep in mind you can click the show/hide (eyeball) button to display the characters being typed. When you have correctly completed this procedure, the "**Change Password**" button becomes available.

Login ID: your.username

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password cannot include a space and must meet the following requirements:

- Password is case sensitive.
- Must be at least 8 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.
- Must have at least 3 types of the following characters:
  - Uppercase (A-Z)
  - Lowercase (a-z)
  - Number (0-9)
  - Symbol (!, #, $, etc.)
  - Other language characters not listed above
- New password may not have been used previously.

New password accepted, please click change password

New Password ⇄

••••••• Strength: Strong

Confirm Password

•••••••

Change Password ▶▶   Cancel ✖

As your password is being processed in the system, this dialog box appears:

> Your password is being changed. This process may take several minutes, please be patient.

A dialog box indicating that you have successfully changed your password appears. Click the "**Continue**" button to proceed to the next steps.
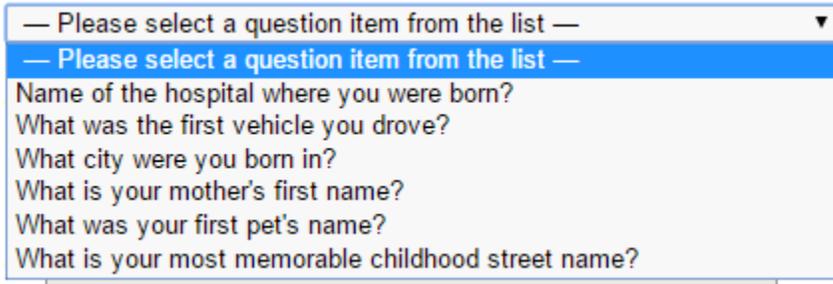
> Your password has been changed successfully.
>
> Continue ▶▶
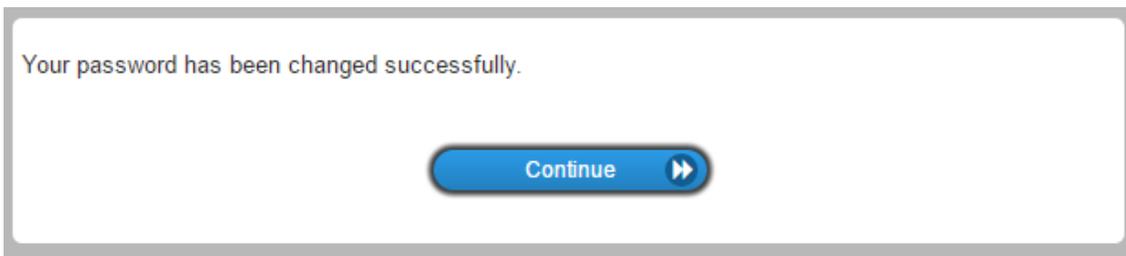
Specifying Security Questions

Next, you will be prompted to select three security questions. These questions will be used to grant you access to your NetIQ account in the event that you forget your password.

> If you forget your password, you can access your account by answering your security questions.
>
> Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.
>
> Please type your security answers
>
> — Please select a question item from the list —
>
> ❯ [   ]
>
> — Please select a question item from the list —
>
> ❯ [   ]
>
> — Please select a question item from the list —
>
> ❯ [   ]
>
> Save Answers ▶▶

Clicking "**Please select a question item from this list –** " (shown on the previous page) produces a list of security questions:

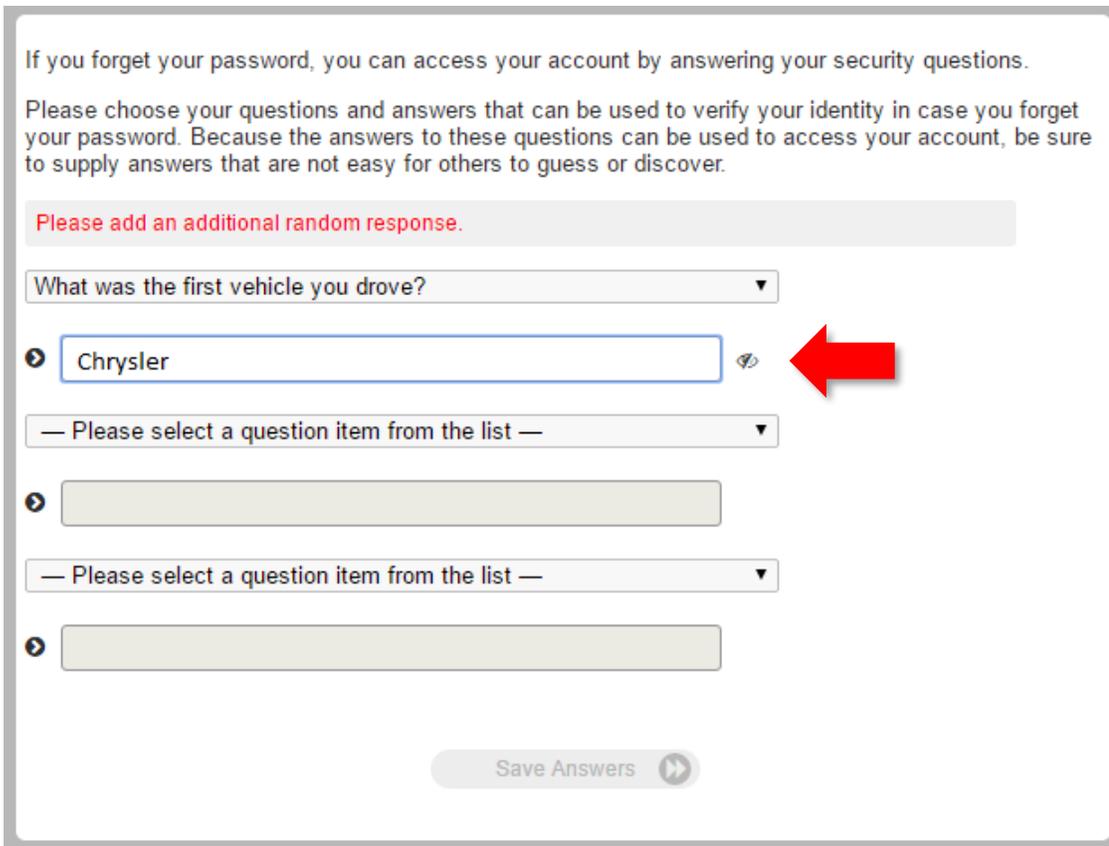Answer each question in the field provided beneath. Note you can unmask the field information by clicking the show/hide (eyeball) button:

Next, you'll see an example of what the screen will look like when finished:

Click "**Save Answers**" as shown above to continue. A *Thank You* message appears:

Clicking "**Continue**" produces a dialog box that allows you to go back and change your password, or reset the security questions you've set up:

Once you have reached this dialog box, you will have completed the process of claiming your NDUS account, specifying your password and setting up security questions for accessing your NetIQ account.