

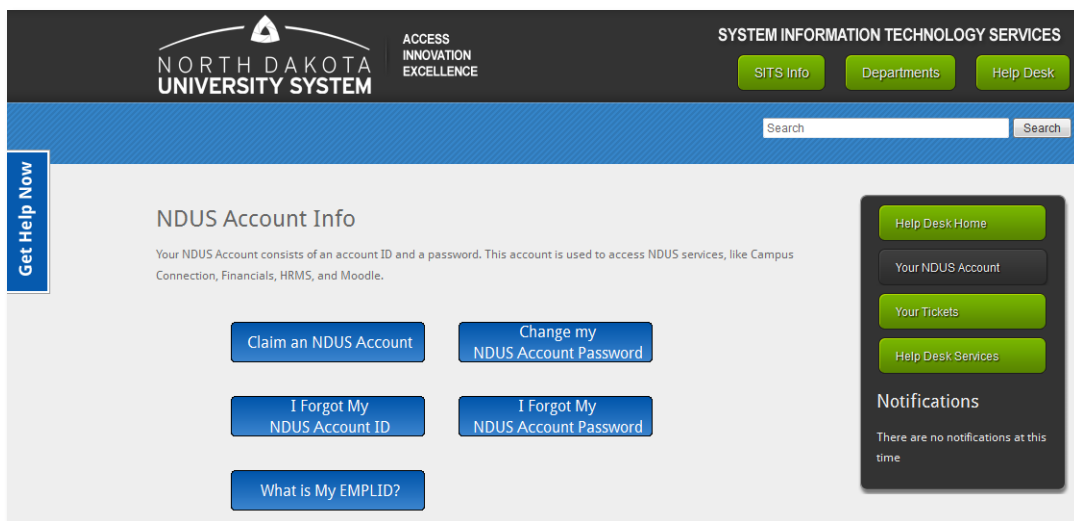
Claim Your NDUS User Account

As a Mayville State University student, you will not gain access to your campus email, financial aid, student account information or CampusConnection (to view class schedules and register for classes) until you claim (activate) your NDUS user account.

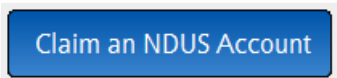
To claim your account, you will need your assigned EMPLID/Student ID and your birth date. Your student ID was sent by email or mailed out with your MSU acceptance letter from the Office of Admissions. If you cannot locate your student ID, please call the Office of Admissions at 1-800-437-4104, ext. 34667.

Please follow the steps outlined below to claim your account:

1. Go to the website <https://helpdesk.ndus.edu/ndusaccount/>



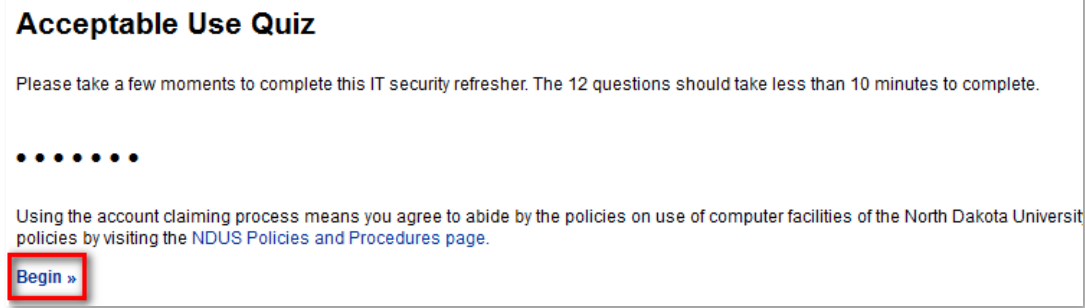
2. Click the blue button that says **Claim an NDUS Account**



PLEASE NOTE: If you are unsure whether you have claimed your account or if you do not remember what your User ID is, click *I Forgot My NDUS Account ID* and enter your birthday [separated by slashes] and your student ID number. The next screen will tell you if you have claimed your account. If you have, it will list your User ID. If not it will give you a link to begin claiming your account.

If you do not remember your account password, you can click *I Forgot My NDUS Account Password*. Enter your User ID and click Next. Your challenge questions that were created when you first claimed your account will now appear. You must answer at least three of the questions correctly before it will allow you to reset your password. These answers are case sensitive.

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



Acceptable Use Quiz

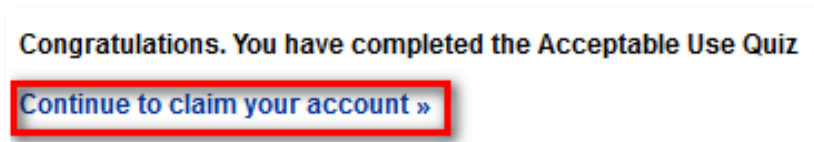
Please take a few moments to complete this IT security refresher. The 12 questions should take less than 10 minutes to complete.

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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 »

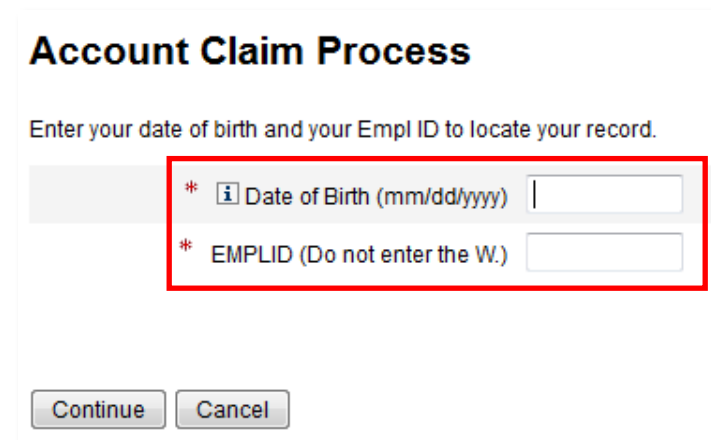
- The Acceptable Use Quiz consists of 12 questions. You must answer each question correctly to move on. Answer each question, clicking "**Continue >>**" after answering correctly or "<< **Try Again**" if incorrect.
- When finished, click **Continue to claim your account**



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)

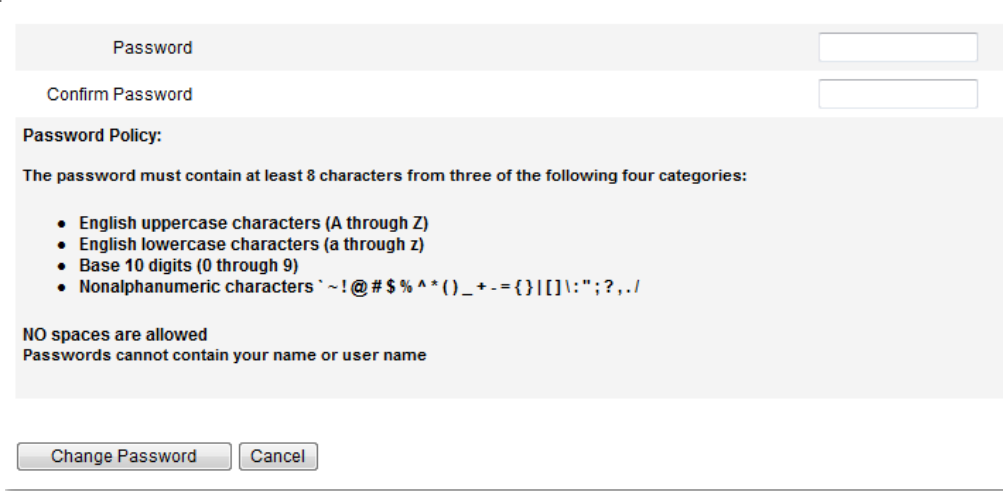
* EMPLID (Do not enter the W.)

Continue **Cancel**

- 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



The screenshot shows a password creation dialog box with the following elements:

- Password** and **Confirm Password** input fields.
- 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
- Change Password** and **Cancel** buttons at the bottom.

11. Click **Change Password**

12. The final screen will notify you of your NDUS User ID [example: john.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

We recommend that you complete this process as soon as possible to avoid delays in accessing class registration, fee statements, financial aid award statements and your email address.