Congratulations on your dual-credit admission to North Dakota State University. As you prepare to join the NDSU community, follow this checklist to ensure you are ready for your course.

SET UP YOUR SERVICES
You only need to set up your NDSU services the first time you take a dual-credit class. It is best to follow these instructions in the order we have them listed because each step sets you up for the next step. Be sure to complete this checklist before the semester begins so you are ready for your course. Video tutorials are available at www.ndsu.edu/otl/programs/dual-credit/getting_started.

1. FIND MY STUDENT ID/EMPLID
You need to know your Student ID or EMPLID to set up your services at NDSU. Do not share your Student ID with anyone as this is your unique identifier for all your campus records.

TO FIND YOUR STUDENT ID
1. Go to Campus Connection at https://studentadmin.connectnd.us.
2. Select “Campus Connection Guest Page” on the right side.
3. Select the “Help Center” tile.
4. Select “Find my EMPLID” from the left menu.
5. Fill in requested information.
6. EMPLID/Student ID result is listed.
7. If these steps do not work, please contact the NDUS Help Desk at 1-866-457-6387 or you may contact the NDSU IT Help Desk at 701-231-8685.

Student ID/EMPLID: __________________________

COMPLETED

2. CLAIM YOUR NDUS ACCOUNT
1. Go to https://claim.ndus.edu
2. Click “Claim an NDUS Account.”
3. Enter your Student ID/EMPLID & 8-digit birth date, click “Continue.”
4. Check “I Agree” then click “Continue” to proceed.
5. A confirmation message indicates your account is activated. Click the “Continue” button to proceed.
6. You will be prompted for a new password. (Note your Login ID/User ID is at the top of the displayed page.)
7. After a new password is accepted, click “Change Password.”
8. A dialog box appears indicating you successfully changed your password. Click the “Continue” button to proceed.
9. You can now Setup Google Authentication or Setup Alternate E-mail options, or both, to set up password recovery options in case you forget your password.
10. Log out.

Login ID/User ID: __________________________

COMPLETED

3. CLAIM YOUR NDSU ACCOUNTS
1. Go to www.ndsu.edu/enroll
2. Click “Set up your NDUS Account,” and then enter
   - Last Name
   - Student ID/EMPLID (7-digit ID number)
   - Birth Month (MM)
   - Birth Day (DD)
   - Birth Year (YYYY)
3. Click “I agree” to agree to follow university and N.D. University System electronic usage policies.
4. Follow prompts to set up Multi-Factor Authentication for the first time. For step-by-step instructions, visit https://guide.duo.com/enrollment. (Use your own phone number, you will use this feature a lot.)
5. Set and confirm a passphrase.
6. Add an email recovery option, then retrieve the code from your email account to validate it.
7. Optional: Add a phone (SMS) recovery option, then retrieve the code from your phone to validate it.
8. Click “Logout” in the top right corner when finished.

COMPLETED

4. LOGIN TO NDSU EMAIL
Your NDSU email address is an official communication channel used to send you important messages.

Steps to Login to Your NDSU Email & Calendar
1. Go to https://login.microsoftonline.com
2. Enter your NDUS email username or Login ID/User ID
   You will see a message that says “taking you to your organization’s sign in page.”
3. Enter your Login ID/User ID
4. Enter the password associated with your N.D. University System ID
5. Click Sign In
6. You will then be asked to approve a Multi-Factor Authentication prompt
7. An Outlook Web App page should now load, choose your language and Time Zone and click OK to finish
8. You should now see your Inbox

COMPLETED
5. SET UP EMAIL FORWARDING
This email forwarding process is optional; however, if you DO NOT do this step you are still responsible for checking your NDSU email for any communication about your course.

Steps to Forward Your NDSU Email
1. Go to http://login.microsoftonline.com
2. Log in using your Login ID/User ID or firstname.lastname@ndus.edu address and password
3. Select Outlook account
4. Click on the gear icon in the top right corner of the page and click View all Outlook settings
5. Select Mail in the left menu, click Forwarding
6. In the Forwarding section of the page, Enable forwarding
7. Enter the email address to which you would like your messages forwarded
8. Check the box to ensure you keep a copy of forwarded messages
9. Click Save to finish

8. FERPA RELEASE
The Family Educational Rights and Privacy Act known as FERPA is a federal law (20 U.S.C. 1232g) that protects the privacy of a student’s educational record. Under FERPA, NDSU may not share student course information or grades with anyone other than the student unless the student provides written consent to do so.

Dual-credit students have the option to fill out a FERPA release form to allow any individual they choose, such as a parent or guardian, to access their education records.

Steps To Fill Out A FERPA Release Form
1. Go to https://studentadmin.connectnd.us/
2. Click on the “eForms tile” to access the FERPA Release Form.
3. Click on “FERPA Release Form” on the left side of the page.
4. Students should monitor their NDSU email for any communication about the completion of the form.

6. LOGIN TO BLACKBOARD
Blackboard is the learning management system (LMS) that all dual-credit instructors will use to post assignments, quizzes, and other course-related information.

Steps To Login To NDSU’s Blackboard LMS
1. Go to https://blackboard.ndus.edu
2. Click My Bb Log In
3. Fill in your Login ID/User ID & Password
4. Click the Log In button.

7. LOGIN TO CAMPUS CONNECTION
The Office of Teaching and Learning will register you for your courses, but you may use Campus Connection to view your unofficial transcript or to fill out a withdraw from classes form.

Steps to Login to Campus Connection
1. Go to https://studentadmin.connectnd.us
2. Click on the “eForms tile” to access the Financial Obligation Agreement (FOA) in Campus Connection.
3. Click “Sign Fin Obligation Agreement” on the left hand side of the screen.
4. Enter the Institution as North Dakota State University, find the Term the Agreement is for, and click “Submit.”

9. FINANCIAL OBLIGATION FORM
Each semester you plan to take a dual-credit class, you will need to fill out the Financial Obligation Agreement (FOA) in Campus Connection.

10. REVIEW THESE SERVICES
Review this list of services so you are aware of the assistance available to you at NDSU.

ACE Tutoring
www.ndsu.edu/ace/tutoring

Disability Services
www.ndsu.edu/disabilityservices

Library
https://library.ndsu.edu

STUDENT CODE OF CONDUCT
Rights and Responsibilities of Community: A Code of Student Conduct is a document outlining behavioral expectations for all NDSU students and describes how complaints are filed and processed. The expectations in the code are designed to help promote a safe and inclusive learning environment for every member of the NDSU community. Students are subject to the policies in the code from the date they are admitted to the university. The code applies until graduation or until the relationship between the university and the student ends. View Section 601 - Code of Student Conduct at www.ndsu.edu/policy.

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, ndsu.eoaa@ndsu.edu.