NEXT STEPS

Congratulations on your early-entry/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 an early-entry or dual-credit class. Follow these instructions in the order listed because each step sets you up for the next step. Complete this checklist before the semester begins so you are ready for your course. View video tutorials at www.ndsu.edu/otl/programs/dual_credit/getting_started.

1. FIND MY STUDENT ID/EMPLID

Your Student ID or EMPLID is needed to set up 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. Student ID result is listed.
7. For questions, contact the NDUS Help Desk at 1-866-457-6387 or 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 Student ID & 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 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 NDSU 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 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 http://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 NDUS 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

Email forwarding is optional; however, if you DO NOT do this step you are still responsible for checking your NDSU email for 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 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

☐ **COMPLETED**

6. LOGIN TO BLACKBOARD

Blackboard is the learning management system (LMS) all 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.

☐ **COMPLETED**

7. LOGIN TO CAMPUS CONNECTION

You will use Campus Connection to register for classes and 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. Fill in your Login ID/User ID & Password
3. Click the Log In button
4. Once logged in you will need to follow the specific instructions for what you are looking to do. (e.g., view transcripts, withdraw from classes)

☐ **COMPLETED**

8. REGISTER FOR CLASSES

We recommend you register for classes as soon as the open registration window is available. The open registration window, also known as an appointment time, is when all students regardless of their academic status (freshman, sophomore, etc.) are able to register.

Steps to Register For Classes
1. Login to Campus Connection
2. Click the "Manage Classes" tile
3. In the left panel, click "Schedule Planner", then "Open Schedule Planner"
4. Login with NDUS email username or Login ID/User ID
5. Select North Dakota State University, then "Continue"
6. Select the semester you are registering for, then click "Save and Continue"
7. Look for Course Status, then click "Change," & select "Open Classes Only"
8. Click "+ Add Courses"
9. Use the tabs to search "By Subject," "By Class Number," "By Instructor," or "By General Education"
10. When you have selected your class(es), click "Done"
11. Under courses click "Select All," then select "Generate Schedules"
12. Check the generated schedule for your class(es), then select "Send to Shopping Cart"
13. Click "Register"

☐ **COMPLETED**

9. 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.

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.

☐ **COMPLETED**

10. FINANCIAL OBLIGATION FORM

Each semester you plan to take a class, you need to fill out the Financial Obligation Agreement (FOA).

Steps To Complete The FOA Form
1. Go to https://studentadmin.connectnd.us/
2. Click the "Financial Account" tile.
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."

☐ **COMPLETED**

11. 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

☐ **COMPLETED**

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.