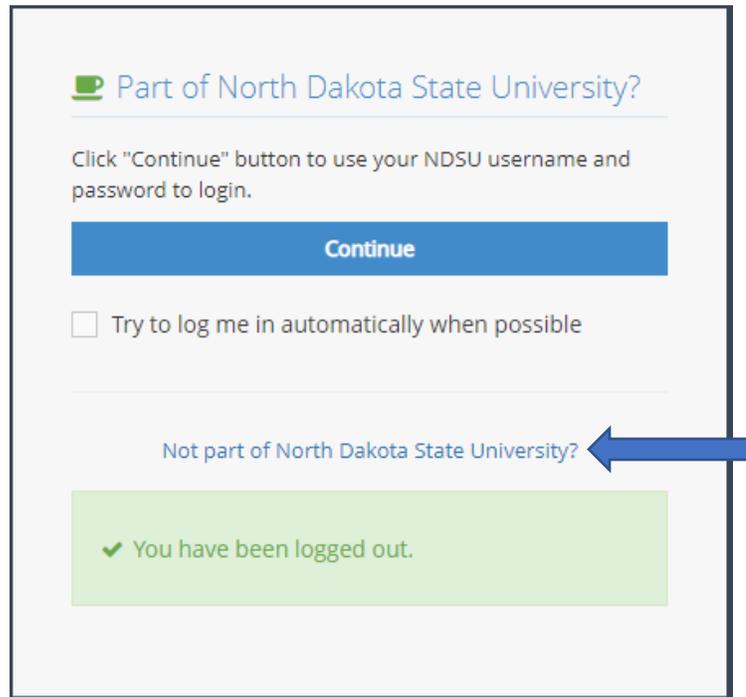


# Activating an External User Account

1. On the Novolution Login page (erac.ndsu.edu), choose the "Not part of NDSU" option.



 [Part of North Dakota State University?](#)

Click "Continue" button to use your NDSU username and password to login.

[Continue](#)

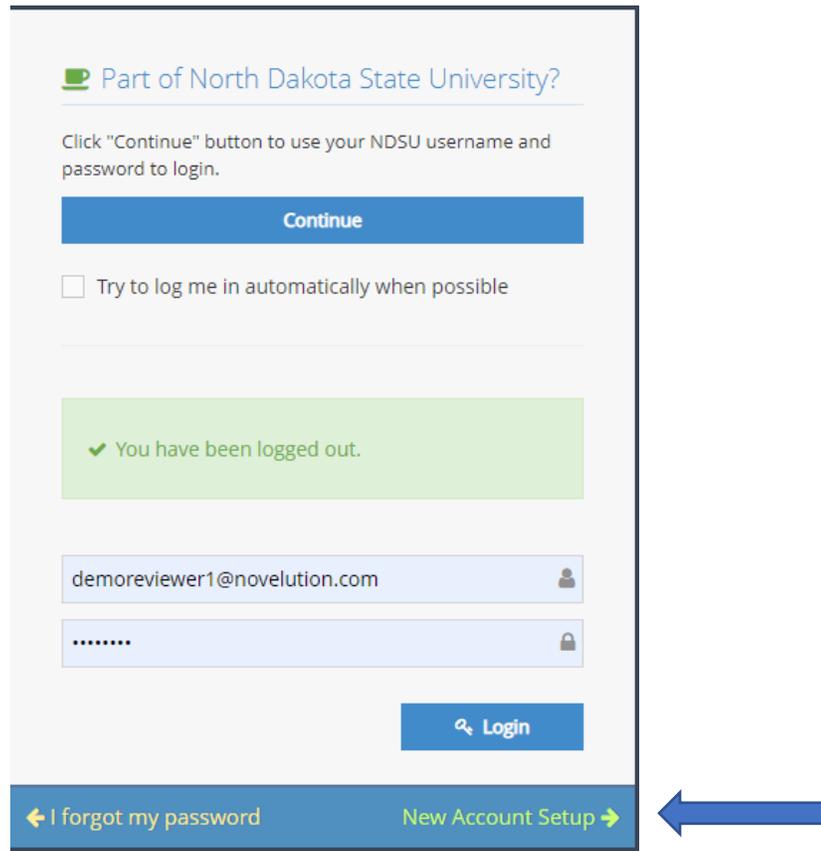
Try to log me in automatically when possible

---

[Not part of North Dakota State University?](#) ←

✓ You have been logged out.

2. Click **New Account Setup**->.



Part of North Dakota State University?

Click "Continue" button to use your NDSU username and password to login.

[Continue](#)

Try to log me in automatically when possible

✓ You have been logged out.

demoreviewer1@novelution.com

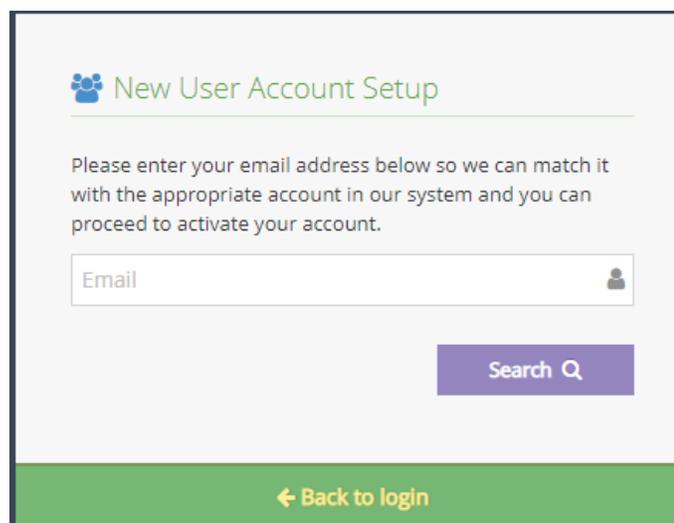
.....

[Login](#)

[← I forgot my password](#) [New Account Setup →](#)

A blue arrow points to the "New Account Setup" link.

3. Enter your email and click **Search**.



New User Account Setup

Please enter your email address below so we can match it with the appropriate account in our system and you can proceed to activate your account.

Email

[Search](#)

[← Back to login](#)

4. Choose and confirm your password, and click **Request Activation** ->.

The screenshot shows a web form titled "New User Account Setup". At the top, there is a blue icon of three people and the title. Below the title, a message asks the user to enter their email address. A text input field contains "miranda.ruiter@sanfordhealth.org" with a user icon on the right. A purple "Search" button with a magnifying glass icon is positioned to the right of the email field. Below this, a message states: "Thank you, your account has been found. Please submit a password and you will receive a validation email, containing a secure link to activate your account. Once activated, you will be able to login with your email address and chosen password." There are four password input fields: "Miranda", "Ruiter", "Choose Password", and "Confirm Password", each with a lock icon on the right. A green "Request Activation" button with a right-pointing arrow is located below the password fields. At the bottom of the form, a green bar contains a yellow left-pointing arrow and the text "Back to login".

5. Activate your Profile:

You should receive an email from the system with a link to activate your account.

- a) Click the activation link in the email, which should take you to the Novelution system.
- b) Once your account is activated, proceed back to the Log in page (erac.ndsu.edu), Choose "Not part of NDSU" and log in.
- c) You will need to review your profile information to see that is correct, and save your profile before using the system.