



CampusConnection Help sheet

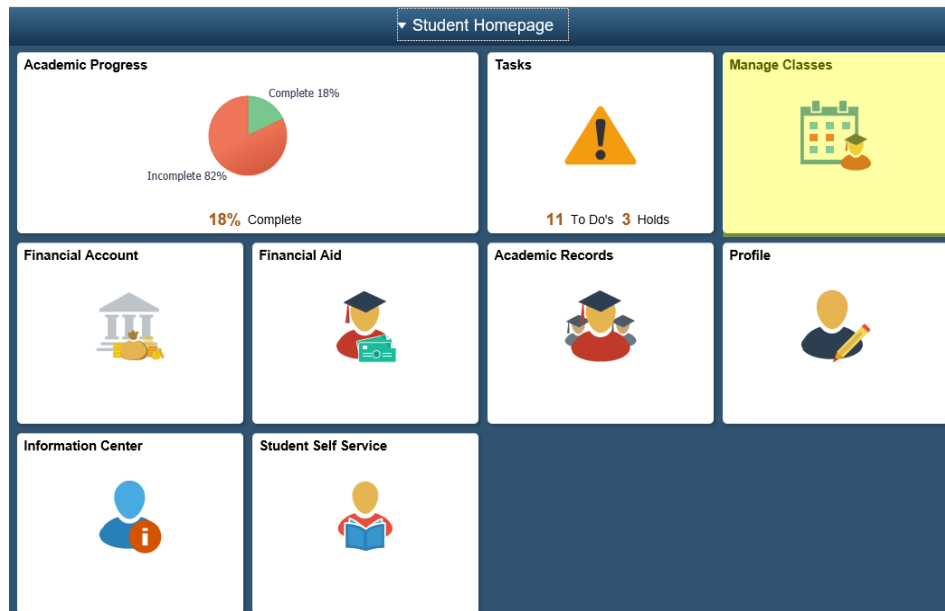
Custom Registration using Schedule Planner

1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.

A screenshot of the 'Campus Solutions Log In' page for the North Dakota University System. The page has a blue header with the university system logo. The main content area is light gray and contains two columns. The left column is for login, with fields for 'User ID' (containing 'Mystic.M.Ian') and 'Password' (masked with dots), a checkbox for 'I agree to the terms of the User Agreement', and a 'Log In' button. The right column is titled 'Trouble Logging In?' and contains three blue buttons: 'User ID and Password Help', 'Send email to Help Desk', and 'Guest Page'. A small note above the buttons says: 'If you are experiencing any difficulties getting logged into the system, please use the links below.'

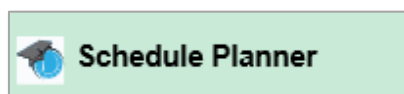
On your Student Homepage:

3. Click **[Manage Classes]** tile.



On your left-side menu:

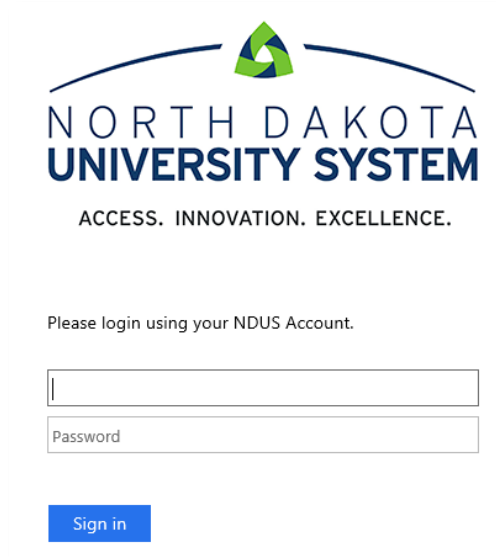
4. Select **[Schedule Planner]**.



5. Select **[Open Schedule Planner]**.

Open Schedule Planner

6. Enter CampusConnection User ID and Password



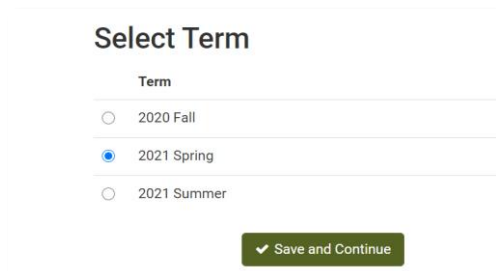
The image shows the login page for the North Dakota University System. At the top is the logo, which consists of a stylized green and blue triangle above the text "NORTH DAKOTA UNIVERSITY SYSTEM" and the tagline "ACCESS. INNOVATION. EXCELLENCE." Below this, a message says "Please login using your NDUS Account." There are two input fields: one for the username (with a cursor) and one for the password, labeled "Password". At the bottom is a blue "Sign in" button.

7. Select **[Bismarck State College]**, then click **[Continue]**.



The image shows the institution selection page for the North Dakota University System. It features the same logo as the previous page. Below the logo, a message says "Please select the institution you wish to use to plan your schedule!". Under the heading "Institution", there is a list of institutions with radio buttons next to them. "Bismarck State College" is selected. At the bottom is a blue "Continue" button.

8. Select registration **[Term]**, then click **[Save and Continue]**.



The image shows the "Select Term" page. It has a title "Select Term" and a section labeled "Term" with three radio button options: "2020 Fall", "2021 Spring" (which is selected), and "2021 Summer". At the bottom is a green button with a checkmark and the text "Save and Continue".

9. You will see the following page with pre-loaded courses.

 **BISMARCK**
STATE COLLEGE

Term: 2023 Fall Sessions: All Sessions Selected
Course Status: Open & Full Locations: 4 of 6 Selected
Instruction Modes: All Instruction Modes Selected

Instructions: Add desired courses and breaks and click Generate Schedules button!
After completing your schedule planning, please make sure to click Sign Out.

Courses

☒ Select All

☒ Automotive Collision Tech 100
Intro to Auto Collision Tech

Required

☒ Automotive Collision Tech 105
Intro to Metal Finishing

☒ Automotive Collision Tech 107
Intro to Sand, Priming & Paint

☒ Automotive Collision Tech 110
Auto Body Welding

Required

Breaks

Add times during the day you do not wish to take classes.

a. Select [Generate Schedule], to load the pre-loaded schedule. Then select “View” by the schedule you would like to register for.

Schedules

Generated 1 Schedule

Select at least two schedules to compare side by side

View 1 100-Automotive Collision Tech-01, 105-Automotive Collision Tech-01, 107-Automotive Collision Tech-01, 110-Automotive Collision Tech-01

b. Select [Send to Shopping Cart].

Potential Schedule for 2023 Fall

You are viewing a potential schedule only and you must still register.

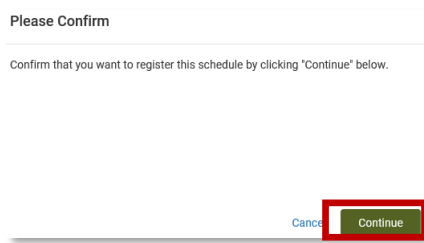
Status	Subject	Course	Title	Class #	Day(s) & Location(s)	Dates	Seats Open	Credits	Instruction Mode	
☒ Info Lock	Not Enrolled	Automotive Collision Tech	100	Intro to Auto Collision Tech	12868	MTWThF 7:00am - 2:00pm - BSC Technical Center 127	08/21/2023 - 12/15/2023	6	2	On Campus Face to Face
☒ Info Lock	Not Enrolled	Automotive Collision Tech	105	Intro to Metal Finishing	12869	BSC Technical Center 127	08/21/2023 - 12/15/2023	6	5	On Campus Face to Face
☒ Info Lock	Not Enrolled	Automotive Collision Tech	107	Intro to Sand, Priming & Paint	12870	BSC Technical Center 127	08/21/2023 - 12/15/2023	6	6	On Campus Face to Face
☒ Info Lock	Not Enrolled	Automotive Collision Tech	110	Auto Body Welding	12871	BSC Technical Center 127	08/21/2023 - 12/15/2023	6	4	On Campus Face to Face
									17	

c. Select [Register].

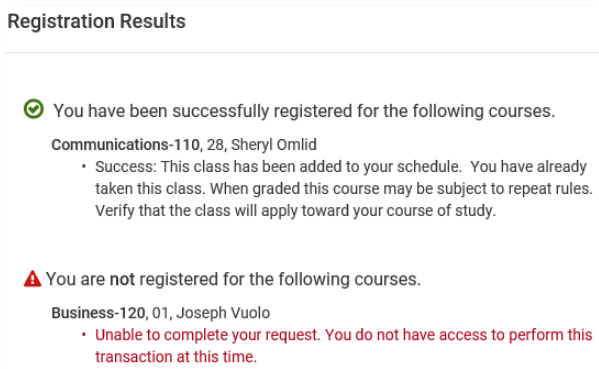
Shopping Cart

Class #	Title	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Instruction Mode	
☒ Info	12168	World Regional Geography	Geography	161	Angie Milakovic	BSC Online ONLINE	3	Online Asynchronous

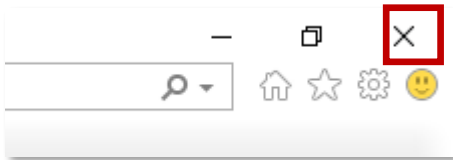
- d. Select **[Continue]** to confirm you want to register.



- e. Once the enroll process is complete, review the registration results of each course.



- f. Return to CampusConnection tab. Select **[View my Classes]** or **[My Weekly Schedule]** to print your schedule.
- g. When finished with your CampusConnection session you **must** close your browser entirely to end the session.



For questions, contact Academic Records at (701)224-5420.