

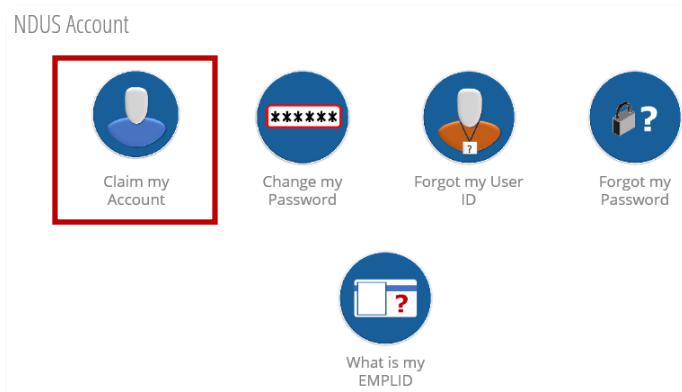
## CampusConnection Helpsheet

### Claim NDUS Account ID and Password

Your NDUS Account password will be used to access Campus Connection, Blackboard (online courses), student email, and the campus network (computer labs and secure wireless). Your NDUS Account password does not expire, however it is good practice to change it periodically for security.

1. Access the [NDUS Account Info](https://helpdesk.ndus.edu/ndusaccount/) page.  
(<https://helpdesk.ndus.edu/ndusaccount/>)

2. Select **[Claim my Account]**.



3. View short video from the Chancellor.

4. Enter your **[Emplid]** (7-digit student ID number) and your **[birthdate]**, then click **[Continue]**.

To confirm your identity, please enter the following information. Your information will be used to locate and activate your user account.

**What is my EMPLID?**

Be sure to complete the process, or your account will not be activated properly.

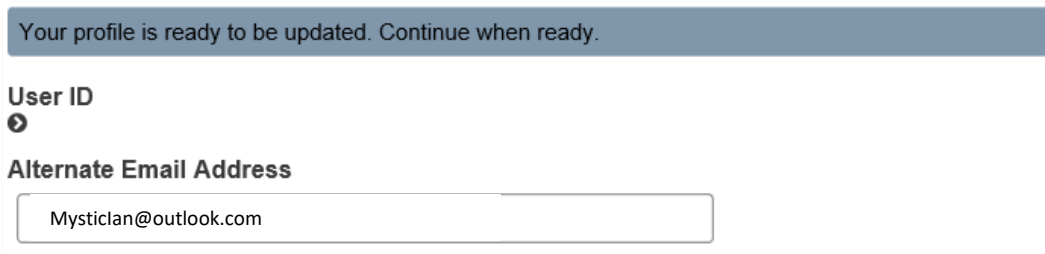
**Emplid\***

**Birthdate (mm/dd/yyyy) or Claim Number\***

**Continue** **Cancel**

Note: Don't know your Emplid, click the "What is my EMPLID?" link.

5. Add an **[Alternate Email Address]**, then continue and confirm the information is correct on the next screen. **Do not use your NDUS or Campus email address.**



Your profile is ready to be updated. Continue when ready.

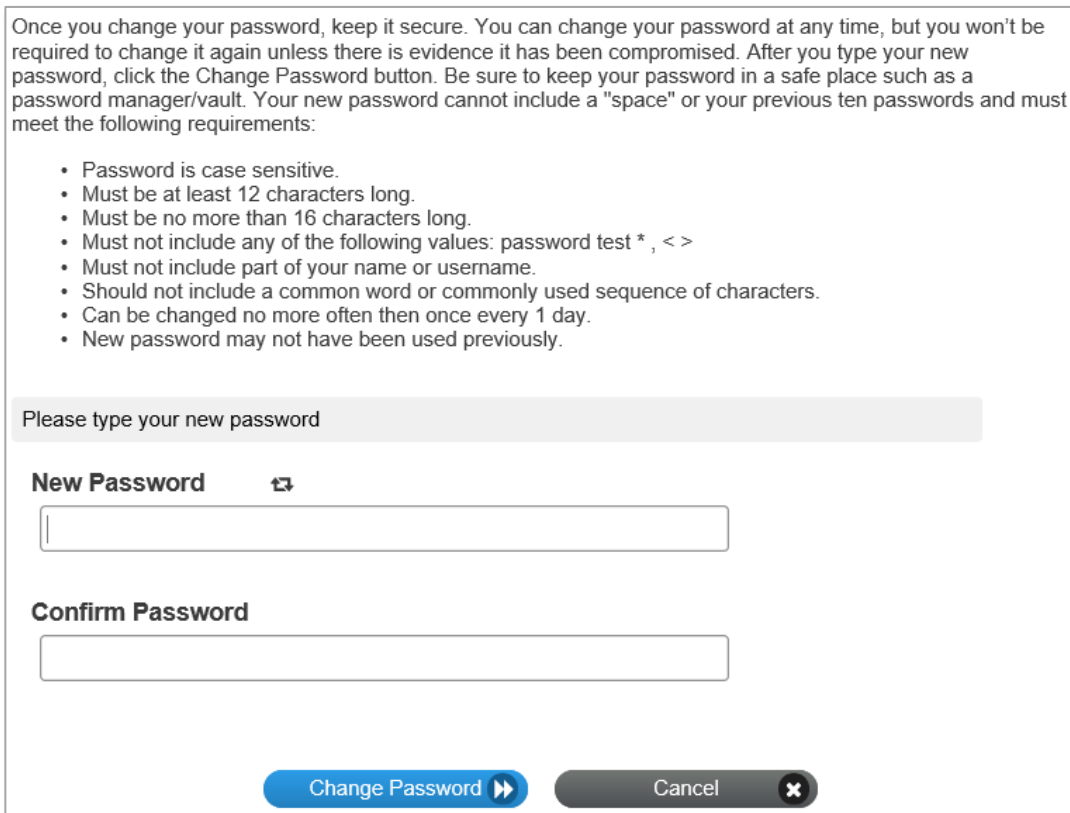
User ID  
⌵

Alternate Email Address

Mysticlan@outlook.com

Note: Setting up an alternate email address will allow a password reset link to be sent to that email address if you ever forget your account password in the future.

6. Create your NDUS Account password, then click **[Change Password]**. Note the password criteria listed below.



Once you change your password, keep it secure. You can change your password at any time, but you won't be required to change it again unless there is evidence it has been compromised. After you type your new password, click the Change Password button. Be sure to keep your password in a safe place such as a password manager/vault. Your new password cannot include a "space" or your previous ten passwords and must meet the following requirements:

- Password is case sensitive.
- Must be at least 12 characters long.
- Must be no more than 16 characters long.
- Must not include any of the following values: password test \* , < >
- Must not include part of your name or username.
- Should not include a common word or commonly used sequence of characters.
- Can be changed no more often than once every 1 day.
- New password may not have been used previously.

Please type your new password

**New Password** ⇄

**Confirm Password**

Change Password ▶▶    Cancel ✕

For assistance or questions concerning your NDUS Account, contact the North Dakota University System Help Desk at 1-866-457-6387 or visit <https://helpdesk.ndus.edu/>