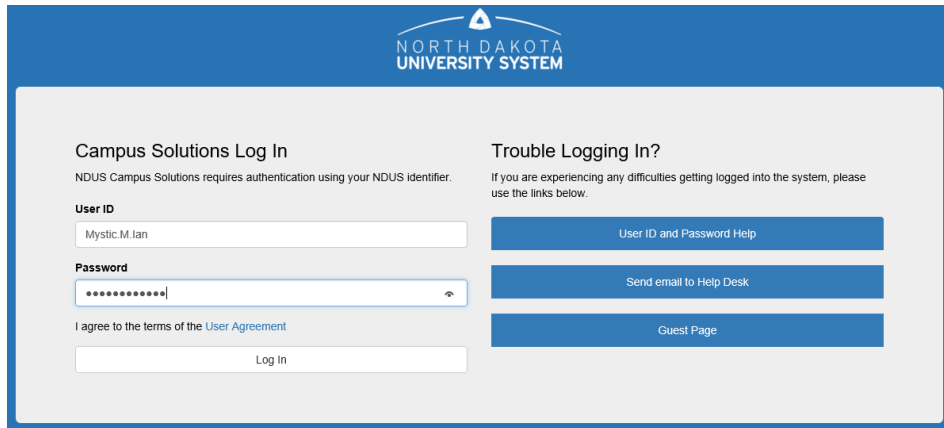


## CampusConnection Help sheet Custom Registration using Schedule Planner

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



The image shows the login page for the North Dakota University System. At the top, it says "NORTH DAKOTA UNIVERSITY SYSTEM". Below that, there are two main sections: "Campus Solutions Log In" and "Trouble Logging In?".

**Campus Solutions Log In**  
NDUS Campus Solutions requires authentication using your NDUS identifier.

**User ID**  
Mystic.M.Ian

**Password**  
[Masked password]

I agree to the terms of the [User Agreement](#)

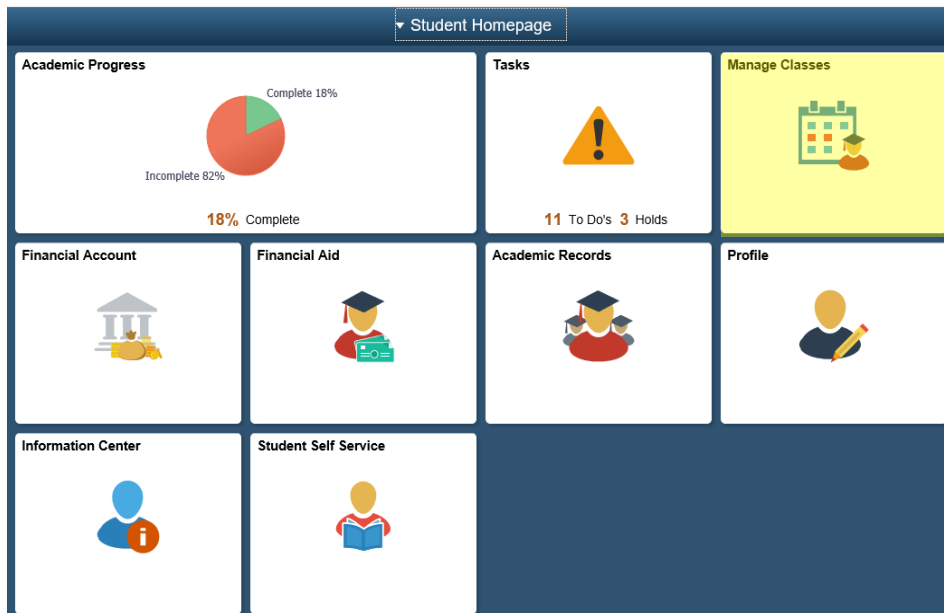
Log In

**Trouble Logging In?**  
If you are experiencing any difficulties getting logged into the system, please use the links below.

- User ID and Password Help
- Send email to Help Desk
- Guest Page

On your Student Homepage:

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

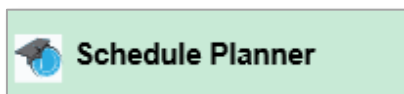


The image shows a student homepage dashboard with a "Student Homepage" dropdown menu. The dashboard is divided into several tiles:

- Academic Progress**: A pie chart showing "Complete 18%" and "Incomplete 82%". Below the chart, it says "18% Complete".
- Tasks**: A yellow warning triangle icon. Below it, it says "11 To Do's 3 Holds".
- Manage Classes**: A yellow tile with a calendar icon and a graduation cap icon.
- Financial Account**: A tile with a building icon and a graduation cap icon.
- Financial Aid**: A tile with a graduation cap icon and a document icon.
- Academic Records**: A tile with a graduation cap icon and a document icon.
- Profile**: A tile with a person icon and a pencil icon.
- Information Center**: A tile with a person icon and an information icon.
- Student Self Service**: A tile with a person icon and a book icon.

On your left-side menu:

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



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



6. Enter CampusConnection User ID and Password

The login page for the North Dakota University System. It features the university's logo at the top, followed by the text "NORTH DAKOTA UNIVERSITY SYSTEM" and "ACCESS. INNOVATION. EXCELLENCE.". Below this, it says "Please login using your NDUS Account." There are two input fields: one for the user ID and one for the password. A blue "Sign in" button is located at the bottom.

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

The institution selection page for the North Dakota University System. It features the university's logo at the top, followed by the text "NORTH DAKOTA UNIVERSITY SYSTEM" and "ACCESS. INNOVATION. EXCELLENCE.". Below this, it says "Please select the institution you wish to use to plan your schedule!". There is a section titled "Institution" with a list of institutions and radio buttons next to each. "Bismarck State College" is selected. A blue "Continue" button is located at the bottom.

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

The "Select Term" page. It has a title "Select Term" and a section titled "Term" with three radio button options: "2020 Fall", "2021 Spring" (which is selected), and "2021 Summer". A green "Save and Continue" button is located at the bottom.

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

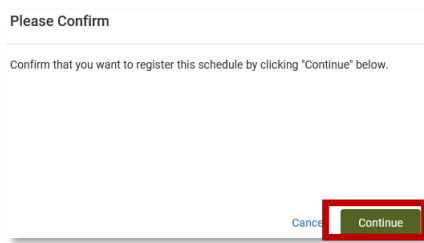
a. Select [Generate Schedule], to load the pre-loaded schedule. Then select “View” by the schedule you would like to register for.

b. Select [Send to Shopping Cart].

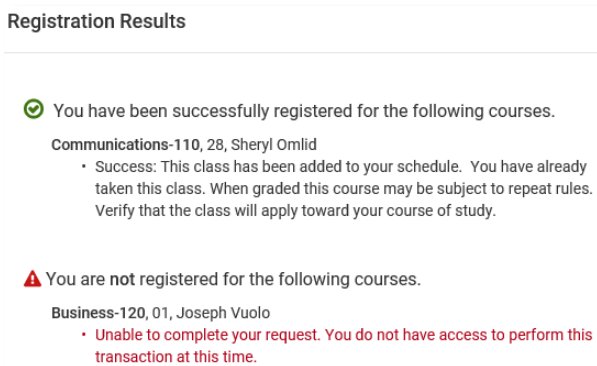
| Status       | Subject                   | Course | Title                          | Class # | Day(s) & Location(s)                              | Dates                   | Seats Open | Credits | Instruction Mode       |
|--------------|---------------------------|--------|--------------------------------|---------|---|-------------------------|------------|---------|------------------------|
| 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 |
| 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 |
| 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 |
| 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].

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

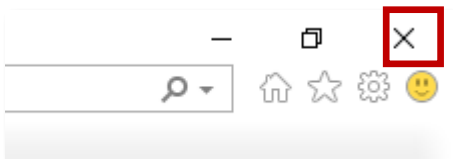


e. Once the enroll process is complete, review the registration results of each course.



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.