Some fields in the database are used repeatedly within CampusConnection screens. Instead of entering the values of these fields each time they appear, defaults can be set beforehand. You must also set your user defaults in order to be able to assign grades.

1. From Internet Explorer, key in the web address – **www.bismarckstate.edu**
2. Click on CampusConnection
3. Click “Enter the Portal Here!”
4. Enter NDUS User ID (Ex. Sara.Doe)
5. Enter Password (Setup during the Claiming Account process)
6. Click **Sign In**
7. In the menu on the left choose: **Setup SACR > User Defaults**
8. Enter Academic Institution as **BSC01**
9. Enter Academic Career as **UGRD**
10. You may set a default Term
   *Note:* Will need to change this at the start of each semester.
11. Click **Save**