Personal data such as name, address, phone number, email address are updated or built into CampusConnection at the point of initial employment. It is the responsibility of the employee to update personal information as needed.

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
7. Select Campus Personal Information from the main menu.

Verify Preferred Phone Number

If you are a full-time faculty member with assigned advisee’s, you must make sure that your “Preferred” phone number in CampusConnection is set to “Work”. When students view their advisor information in CampusConnection, it will display both the advisor’s name and telephone number. To ensure that your OFFICE phone number appears on the student portal, mark it as “Preferred”.

To verify your preferred phone number...

1. Complete steps 1 – 7 from above
2. Choose Phone Numbers from the menu options.
3. Verify that the phone checked as “Preferred” is WORK. If it is not, click the preferred box that corresponds with the phone type WORK, then click Save.

Phone Numbers

Enter your phone numbers below. If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

<table>
<thead>
<tr>
<th>*Phone Type</th>
<th>*Telephone</th>
<th>EX</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>701/543-0001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent</td>
<td>701/658-4121</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work</td>
<td>701/224-2423</td>
<td></td>
<td>**</td>
</tr>
</tbody>
</table>