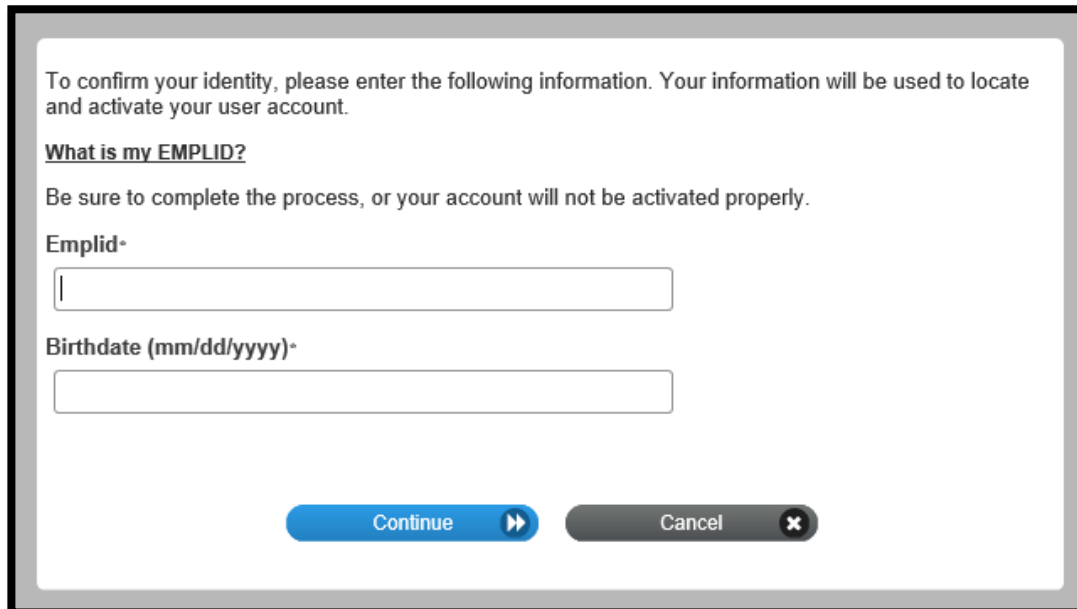


## CampusConnection Helpsheet

### Claim NDUS Account ID and Password

1. Access the [Claim an NDUS account](#) page.
2. Enter your Date of Birth and EMPLID (7-digit Student ID number), 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?**

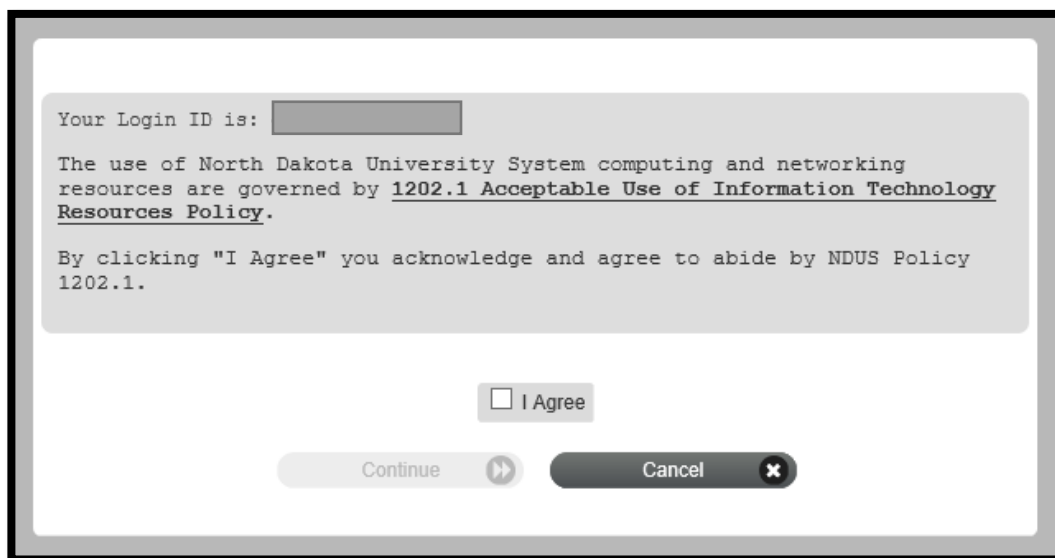
Be sure to complete the process, or your account will not be activated properly.

Emplid\*

Birthdate (mm/dd/yyyy)\*

**Continue** **Cancel**

3. The resulting screen will display your UserID. The typical format for this ID is firstname.lastname. Check the **[I Agree]** checkbox and click **[Continue]**.



Your Login ID is:

The use of North Dakota University System computing and networking resources are governed by 1202.1 Acceptable Use of Information Technology Resources Policy.

By clicking "I Agree" you acknowledge and agree to abide by NDUS Policy 1202.1.

I Agree

**Continue** **Cancel**

4. Enter and confirm your new password and click **[Save]**.
  - The password must contain between 8 and 16 characters from three of the following four categories:
    - English uppercase characters (A through Z)
    - English lowercase characters (a through z)
    - Base 10 digits (0 through 9)
    - Non-alphanumeric characters ` ~ ! @ # \$ % ^ \* ( ) \_ + - = { } | \ : " ; ? , . /
  - Passwords cannot contain your name or user name
  - NO spaces are allowed
5. Provide answers to the three Authentication Questions and click **[Save]**.
6. Click **[Logout]** in the top right corner of the screen.

For User ID and password questions and help, contact the North Dakota University System Help Desk at 1-866-457-6387.