

## 10 Steps to Claim NDUS Account

1. Go to [NDUS Account Site](#), Click on Claim Your Account.
2. Answer the 12-question Acceptable Use Quiz
3. Enter your Date of Birth (mm/dd/yyyy) and EMPLID (or 7-digit Student ID number)
4. Click the [Continue] button
5. The resulting screen will display the new UserID (typically in the firstname.lastname format) you should use when you log in to Campus Connection
6. Click the [Continue] button
7. Enter and confirm your new password
  - 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)
    - Nonalphanumeric characters ` ~ ! @ # \$ % ^ \* ( ) \_ + - = { } | [ ] \ : " ; ? , . /
  - Passwords cannot contain your name or user name
  - NO spaces are allowed
8. Click the [Save] button
9. Provide answers to at least 3 of the Authentication Questions (to be used for recovering your password)
10. Click the [Save] button