

## Obtain a User Account (Revised 5/2006)

Before applying for a User Account you need to make sure you are not already in the system.

Click on [Campus Connection GO](#) on the LRSC homepage <http://www.lrsc.nodak.edu> or Campus Connection on the bottom of all other LRSC web pages and choose What is my User ID from the Campus Connection Menu (see the What is My User ID help sheet document)

**IF** you have already checked and you are not in the system then:

Click on CampusConnection GO on the LRSC homepage <http://www.lrsc.nodak.edu> or the Campus Connection link at the bottom of each web page:

1. Choose Obtain a User Account



The screenshot displays three distinct sections of the web interface. The top section, titled 'Who Am I?', shows the user is signed in as 'GUEST'. Below this is a 'Menu' section with a blue header and a light blue background. The menu items are: 'Campus Websites', 'Forgot My Password', 'What is My User ID?', 'Obtain a User Account', and 'View Schedule of Classes'. A red arrow points to the 'Obtain a User Account' link. The bottom section, titled 'Signon', contains a 'User ID:' label followed by a text input field, a 'Password:' label followed by another text input field, and a yellow 'Sign In' button below the fields.

2. Fill out the following information, including your current email address.

## Obtain a User Account

Enter the following data to obtain a User Account. Please register using your full, legal name. Do not use nicknames. Upper/lower case should be used when entering data in the fields.

If necessary, use one of the following links for further instructions. If you have any questions, contact the NDUS Help Desk (see bottom of page).

[Current Students](#)

[New to Campus Connection?](#)

SSN:	<input type="text"/>	Entering the SSN is optional. However, it will help determine if you are currently in the ConnectND database. If your record is found, you will be told your User ID and given instructions on how to access your User Account.
*First Name:	<input type="text"/>	
*Last Name:	<input type="text"/>	
*Address:	<input type="text"/>	
*City:	<input type="text"/>	
*Country:	<input type="text" value="United States"/>	
State:	<input type="text"/>	
Postal Code:	<input type="text"/>	
*Date of Birth:	<input type="text"/> (example: 12/31/2000)	
*Gender:	<input type="text"/>	
Phone Number:	<input type="text"/> (Enter digits only, example: 7015551212)	
Email Address:	<input type="text"/>	(example: johnsmith@company.com)

\* Indicates required data.

(It is recommended that you include your Email address. Your new User ID or a forgotten password can be sent to you via the email address. If you intend to take on-line courses, an email address will be required.)

Submit

[View Privacy Policy](#)

If you are successfully entered as a new user, then create your password:

## Create User Account

### Your name

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Select a password, and enter it twice for verification. The password will not display on the screen. The password should be something only you will know, and that you can remember. A User ID will then be assigned to you.

Passwords can be letters and/or numbers, but cannot contain spaces or slashes. They should be at least 8 characters long, and contain at least 1 digit.

Password:

Confirm Password:

Submit

After you have created your password, you will be notified of your User ID and password, example:     User ID: W8739921  
                  Password: nei890mmki

***PRINT OUT THE PAGE WITH YOUR USER ID AND PASSWORD.***

You will need this information to log into Campus Connection and apply for admissions, register for classes, check your bill or financial aid, and more.

The screenshot shows a PeopleSoft web interface. At the top left is the PeopleSoft logo. At the top right is a search bar and 'Home' and 'Sign out' links. On the left is a 'Menu' with options: 'Campus Websites', 'Forgot My Password', 'What is My User ID?', 'Obtain a User Account', and 'View Schedule of Classes'. The main content area is titled 'New Account Creation Successful'. It contains the following text: 'You have been assigned the following User ID.' followed by 'User ID: W#####' and 'Password: \*\*\*\*\*'. Below this is a callout box with a blue border and white background containing the text: 'Your User ID will be a capital W followed by 7 digits such as W8739921'. Further down, the page provides instructions on how to use the new credentials to log into the ConnectND Portal, mentions that a confirmation email will be sent if an email address was provided, and encourages users to update their personal information and complete admission applications. It also provides contact information for the NDUS Help Desk: 1-866-457-6387, Email: help.desk@nodak.edu, and Website: www.help.nodak.edu. At the bottom of the main content area is a yellow 'Continue' button.

Next, try logging into [Campus Connection](#) with your new user id and password.

**However**, if a similar user is already in the system you may receive a message asking you to call the NDUS help desk toll-free 1-866-457-6387 with your Reference Number.

## Obtain a User Account

### John Newbie

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Based on the information you provided, we are unable to accurately determine that the record found is yours. We want to make sure the correct person gets their specific User Account. We are very aware that identity theft is a major security problem, and ask for your understanding in this matter.

Because of that, you are being assigned the Reference Number below. By giving this Reference Number to the NDUS Help Desk, they will be able to refer to your request and take appropriate action.

NDUS Help Desk:  
1-866/457-6387 (toll free in the US and Canada)  
Email: [help.desk@nodak.edu](mailto:help.desk@nodak.edu)  
Website: [www.help.nodak.edu](http://www.help.nodak.edu)

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Reference Number: 39318

3. Click on the  button to return to Help Sheet documents