

Campus E-mail Activation

1. Go to *enroll.nodak.edu*
2. Click *Continue* at the first screen.
3. At the login screen: (See Example 1)
 - a. **If you know your Electronic ID or password**, Enter your Electronic ID (username) and Password (default password generated by NDSCS). Go to step 4.
 - b. **If you do not know your Electronic ID or password**, go to “*I do not know my Electronic ID or password*”.
 - i. Enter your last name in the first field and your EmplId (your Student ID number) in the second field.
 - ii. Click *Continue*.

Example 1

The screenshot shows the 'enroll your.services' login page. The top section is titled 'Login' and asks the user to 'Enter your Electronic ID and password.' It features two input fields: 'Electronic ID:' and 'Password:'. A red 'X' is drawn over these fields, and a callout bubble points to them with the text 'Skip this Section'. Below the fields is a 'Continue' button. A note below the button explains that the Electronic ID is the text to the left of the '@' in a university email address, and it may have a 'firstname.lastname' format.

The bottom section is titled 'I do not know my Electronic ID or password.' and asks the user to 'Enter the following information.' It features two input fields: 'Last Name:' and 'Emplid:'. A callout bubble points to the 'Last Name:' field with the text 'Enter Information Here'. Another callout bubble points to the 'Emplid:' field with the text 'Student ID # without the W'. Below these fields is a 'Continue' button.

- iii. At *Enter your password* enter the information below to create your initial password: (See Example 2)

Your initial password is XxxSSYYYY

Xxx = first three letters of your birth month (first letter is capitalized)

SS = middle two numbers of your Social Security number

YYYY = your birth year

If your birthday was August 28, 1983

and your Social Security number is 111-22-3333,
your initial password would be Aug221983

Example 2

enroll
your.services

Enter your password.

Your password:

Your initial password is Xxx88YYYY
Xxx = first three letters of your birth month
(first letter is capitalized)
88 = middle two numbers of your Social Security number
YYYY = your birth year

If your birthday were August 28, 1983
and your Social Security number were 11-22-3333,
your initial password would be Aug221983

You will be asked to change your password, after you have taken a quiz.

4. Click *Continue*.
5. Take the short quiz.
6. After the quiz you will change your old password (the one created in step 3) and click *Change Password*. (See Example 3)

Example 3

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your.services

Your Services **Computing Services >> Change Password** Manage Services

Change Your Password

Follow these guidelines when selecting a password:

- Use 8 to 32 characters
- Use characters from at least three of the following character classes:
 - Lowercase letters (a b c...)
 - Uppercase letters (A B C...)
 - Numbers (0 1 2 3...)
 - Punctuation (Avoid using ` - &)
- Use a "passphrase" (a phrase without spaces) instead of a password
- Examples of good passphrases: (Do not use these examples.)
 - Kats4A11
 - lEtme1n?
 - g0geTM!!!

Old Password:

New Password:

Verify New Password:

Calendar
Email
NetReg

Available Services

IMSL
Proxy Web
SAS

Your Info
Change Electronic ID
Email Delivery
Check Email Quota
Spam Filter
Block Sender List
Safe Sender List
Password Question
Quit

7. The next screen will give you your e-mail address and Electronic ID. (See Example 4)

Print this page, or write the information down-space is provided on the reverse side on the activation sheet

You will need it to sign in to your email

Example 4

Your Services	Computing Services >> Your Info	Manage Services
Calendar Email NetReg	Name : [Redacted] Institution : North Dakota State College of Science E-mail Address : [Redacted]@ndscs.nodak.edu Electronic ID : [Redacted]	Change Electronic ID Change Password Email Delivery Check Email Quota Spam Filter Block Sender List Safe Sender List Password Question Quit
Available Services	Your Electronic ID is used to access services including your NDSCS email account. The Electronic ID may have a firstname.lastname format and is the text to the left of the @ in your ndscs.nodak.edu address. Official E-mail : Electronic communication has become a very vital tool used by everyone on campus. E-mail is used for homework assignments and official communications with your instructors and campus administration.	
IMSL Proxy Web SAS		

8. Your campus e-mail address will become active in 24 hours. You can access your campus e-mail at <https://webmail.ndscs.nodak.edu> or through the campus homepage at <http://www.ndscs.nodak.edu> by clicking on *WebMail* in the lower right hand corner.

*If you want to have your NDSCS e-mail forwarded to an alternate e-mail address:

1. Go to *enroll.nodak.edu* and click *Continue*
2. On the right side under *Manage Services*, click *Email Delivery*-on the right side of example 4.
3. Click *Specify a different maildrop*
4. Enter the e-mail address you would like your NDSCS e-mail forwarded to click *Change your maildrop*
5. After a few hours, send an e-mail to your NDSCS e-mail address to be sure it is being forwarded to your alternate e-mail address you entered.

Please call the Help Desk at 800-342-4325 ext 3-2523 with questions.