

Campus E-mail Activation

You must have an Employee ID number before activating your Campus Email! (ID must be assigned to you by HR)

1. Go to *enroll.nodak.edu* (this can be done from **ANY** computer using Internet Explorer)
2. Click Continue at the first screen.
3. Choose the login at the top of the screen.
4. Call 671-2523 and I will assign you a password and give you your username.
5. Enter Electronic ID (username given by IT Help Desk)
6. Enter Password (default password given by IT Help Desk)
7. Click Continue.
8. Take the short quiz.
9. After the quiz you will change your default password (password must have eight or more characters with a capital and a number) and will have the opportunity to request a campus e-mail address.
10. 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> and clicking on “*I’m already on campus*” in the upper right hand corner.
11. Please call the Help Desk if you would like Outlook Express (or Outlook 2003) configured for your new campus e-mail.
12. E-mail Steve.Oakland@ndscs.edu with your e-mail address and Employee ID to request to be added to the All-Campus Listserv and to have an Oracle Calendar account setup.

******At the same time that you request a default password (step 4.) I will create a ticket to configure Oracle Calendar and to make any telephone changes that you may need******

Questions call Jason @ 671-2523