



## Create Your Password

**Step 1:** Open up Internet Explorer and go to the NDSCS homepage, [www.ndscs.edu](http://www.ndscs.edu). Click on the [CampusConnection](#) link.

**Step 2:** Sign in by entering your **UserId** and **Password** in the space at the left.

Your **UserID** is a capital W and your 7-digit EmplID number.

If you do not know your password, you may obtain a password by selecting the link named "**Forgot My Password**", follow the instructions and a new password will be emailed to you. If you do not have an e-mail address in CampusConnection, you may contact the Enrollment Services Office at 1-800-342-4325 ext. 2205.

**Step 3:** After you have a password, use the following instructions to change your password to something easier to remember, as well as update the default Forgot My Password Hint and Response.

1. Go to "My System Profile." Change your password to something that you can remember.
2. Update your Forgot My Password Question and Response. This will allow you to receive a new password, should you forget your old one.
3. Update your Email address. This will be the location to which the new Password will be sent if you forget it.