User's Guide for Campus Connection

User ID and Password Information

If you are a student, your User ID is a "W" followed by a 7-digit number. Your User ID and Password for Campus Connection were sent to you when you applied to the University.

If you did not receive a User ID and Password, you can use the following steps to retrieve them.

What is My User ID?

1. Access the Campus Connection system by selecting the Login icon.

2. In the "Menu" box, select "What is my User ID?"
3. Supply ALL of the requested information; be sure to enter the same information that is on file with the University, including your FULL legal name.

4. Select the "Submit" button.

5. After a few moments of processing, the system will display your User ID. Make a note of this number and keep it in a secure location. You will also need this number to retrieve your password and to activate your U-mail (official campus email system) account.
Activating Your U-mail Account – The Official UND Email System

1. Access the U-mail Activation screen online at:
   http://umailact.und.nodak.edu/umail/index.jsp
2. Enter your EMPLID – this is the SAME NUMBER as your User ID for Campus Connection. Enter all 7 digits, but **do not enter the W**.
3. Enter your birthdate, in the format MMDDYYYY.
4. Select the "Submit" button.

5. You will see a summary of the HECN (ND Higher Education Computer Network) policies. Follow the prompts on screen. **You will be asked to take a Policy Review quiz. You must complete the quiz in order to proceed.**
6. When you have successfully completed the quiz, the system will display your personal information. Review this information and select the "Continue" button. If the information is incorrect, contact the Registrar's Office.

7. The system will prompt you to select a new password. Follow the prompts on screen.

8. The system will also prompt you to select your SPAM preferences. Follow the prompts on screen.
9. The system will report your new email address. Usually, your email address account will be ready for use within 10 minutes after completing the activation process.

10. If you receive an error message, it is likely that your information is not in the System Directory. Contact the ITSS Help Desk at 701-777-2222 or by email at itsshelp@mail.und.nodak.edu.
Forgotten Password

Note: Before completing these steps, you will need to activate your U-mail account (official campus email system), unless you already have another email address on file with the UND Registrar's Office.

1. In the "Menu" box on the Campus Connection home page, select "Forgot My Password."

2. Type your User ID into the text box. This is a 7-digit number beginning with "W."
3. On the next screen, you will be asked to verify your birthdate. Use the format mm/dd/yyyy.

4. On the next screen, you will see a reminder of your User ID number and the email address where Campus Connection will send your password reminder. This address is usually your U-mail account.
Viewing Schedule of Classes

Use these steps to view a listing of all courses offered for the semester and to find the course call numbers for to register for the classes you wish to take. You do not need to login to view the course listings.

Note: When using Campus Connection, please use the return link at the bottom of each screen. Do not use the browser back and forward buttons.

6. Access the Campus Connection system by selecting the Login icon.

7. In the "Menu" box, select "View Schedule of Classes."
8. Select the University of North Dakota from the "Institution" dropdown menu.

9. Enter the "Term" (semester code) for the schedule of classes you would like to view. If you do not know the semester code, select "What does the Term Code mean?" to view current semester code information.

10. Click "Basic Search" or "Advanced Search" to proceed to the search criteria screen.

11. If you want to see an entire department, fill in the Subject (Example: SPST for Space Studies) and Campus (University of North Dakota). It is also helpful to “un-check” the Open Classes Only box. This will enable you to see all courses including closed courses.

12. Select the "Search" button to view the search results.
13. Note the "Class Nbr." This is the call number for the course and you will need this number if you choose to register for the course. You can also find course call numbers for Space Studies Distance Courses listed at http://www.space.edu/aerospace/distclasses.php.

14. To view more detailed information about the class, click the "Details" icon, the little red and black image on the right side of the course listing.
Adding or Dropping Classes using Campus Connection

1. Access the Campus Connection system by selecting the Login icon.

2. Enter your UserID and password in the "Signon" box on the left side.
3. Inside the "Menu" box on the left side, select the "Student Self-Service."

4. Select "Learner Services."

5. Select "Academics."
6. Select "Enroll in a Class."

Adding a Class

1. Select the "Term" link that corresponds to the semester that you will take classes.
2. The next screen will show your name and any other current registration information about you. Select the "Add Classes" link near the bottom.

3. Type the "Class Nbr" (course call number is a 4 or 5 digit number) in the text box provided, if you know it.

4. If you don’t know the course number, click on the “magnifying glass” next to the class number box to access the "Basic Search" screen. You can also lookup course numbers for Space Studies Distance Courses listed at http://www.space.edu/aerospace/distclasses.php.

5. Select the "Submit" button.

6. To add more courses, repeat Step 3 through Step 6.

7. When you have finished adding classes, select the "Submit" button.
8. Check the "Add Status" column to verify that your action was successful.

9. If you receive an error message, click on the **RED “ERRORS FOUND.”** You will be taken to the Enrollment Request Messages screen. This screen will show the reasons why you are unable to enroll in the course (such as a missing prerequisite or a Business Office hold). Contact the appropriate campus department for information about resolving "Hold" issues.

**Dropping a Class**

1. Select the "Term" link that corresponds to the semester that you will drop classes.
2. The next screen will show your name and any other current registration information about you. Select the "Drop/Update Classes" link near the bottom.

3. Find the listing for the course you wish to drop.

4. Under the "Action" heading, scroll down to the "Drop."

5. Select the Submit button.

6. Check the "Update Status" column to verify that your action was successful.
Using Campus Connection to Print Your Class Schedule

1. Access the Campus Connection system by selecting the Login icon.

2. Enter your User ID and password in the "Signon" box on the left side.
3. Inside the "Menu" box on the left side, select the "Student Self-Service."

4. Select "Learner Services."

5. Select "Academics."
6. Under the heading, "Enrollment," select "View My Class Schedule."

7. Select the link that corresponds with the appropriate course term.

8. Select "Printer Friendly View" to view a screen with alternate formatting.
Using Campus Connection to View Financial Account Information

1. Access the Campus Connection system by selecting the Login icon.

2. Enter your UserID and password in the "Signon" box on the left side.
3. Inside the "Menu" box on the left side, select the "Student Self-Service."

4. Select "Learner Services."

5. Select "Finances."

6. Select "Total Charges Due" to view a summary of your account charges.
NOTE: Online bill payment is not yet available. Payments must be made via telephone or U.S. Postal Mail.

## Total Due Charges

### Charges by Due Date

Reggie Strar

As of Date: 07/19/2006

<table>
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<th>University of North Dakota</th>
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</thead>
<tbody>
<tr>
<td>Due Date</td>
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<td>----------</td>
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<td>03/29/2006</td>
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**Send Payment to:**
UND Business Office
PO Box 8373
Grand Forks ND 58202
United States

*Return to Finances*
Using Campus Connection to Update or Change Your Personal Information

Use these steps to make updates or changes to the personal information that is on file with the University.

1. Access the Campus Connection system by selecting the Login icon.

2. Enter your User ID and password in the "Signon" box on the left side.
3. Inside the "Menu" box on the left side, select the "Student Self-Service."

4. Select "Personal Portfolio."

5. The next screen offers a menu of all of the categories of personal information on file with the University. Choose the appropriate category and follow the prompts onscreen to enter or update information.