**NSU Account Retrieval Information**

Your Colleague ID (Student ID) Number is an essential part of your education at NSU. This is the number that appears on your Student ID card. Please follow the steps below to retrieve your NSU network/Gmail login information and your myNSU Portal login information.

## NSU ACCOUNT RETRIEVAL (Wireless Network Access, Gmail, Printing, O365, Library Database, Computer labs)

1. From the *Voy* select the *Voy* link, located near the top right hand corner;
2. Scroll down and Select *7 k Voy V h*, click the *link*
3. Select the option to "**Retrieve Information & Set Password**"
4. You will need to enter two of the following items: Student ID number, date of birth (MM/DD/YY) or last 4 digits of your Social Security Number;
5. Enter your password and click **"Submit Form"** ensuring you have followed the password requirements;
6. If you receive an error, click the "**reset form**" button and reenter your information and click **"Submit Form"**. Your information that is retrieved should look similar to the below data.

| | |
|---|---|
| **Request Status:** | |
| **Status:** | Student Data Retrieved |
| **Student ID:** | 1985260 |
| **Student Name:** | Jane Doe |
| **myNSU Portal (BORIS) Login ID:** | jadoe52390 |
| **NSU Login ID:** | NSU\jane.doe |
| **Google Mail / Apps Login ID:** | jane.doe@wolves.northern.edu |

7. Once your data has been retrieved and your password reset, click the "**Login to Gmail link**". The link will automatically log you into your email account. **Be sure to remember your Student ID and myNSU Portal (BORIS) username for the next steps below!**

## myNSU ACCOUNT RETRIEVAL (myNSU, WebAdvisor, D2l, Starfish)

The myNSU Portal is your one-stop access for most online resources provided by NSU. From the portal, you can gain access to WebAdvisor (WA), Desire2Learn (D2L) and Starfish Early Alert, Gmail (separate logon required), and many forms, documents, and electronic resources needed during your academic career at NSU. Your myNSU account is referred to as your **BORIS** account.

1. From the *Voy* select the *Voy* link, located near the top right hand corner;
2. Scroll down and Select *7 k " h*, click the *link*
3. Enter Last Name and Student/Colleague ID number (7-digit number found on your Student ID card) or BORIS username obtained from the previous section and click *Retrieve my information;*
4. From the dropdown, select either your primary (NSU) or a secondary email address. The BORIS system will send a password reset link to the email address that you specify.
5. Access the email account in which you requested a password reset (Step 4) and click on the link provided.
6. Enter your BORIS username and create/confirm a unique password;
7. Complete the Password confirmation, close out of the web browser, and then re-open and log into the myNSU Portal;

**You can now access the myNSU Portal which provides single-sign on access to WebAdvisor and Desire2Learn. You will also access your NSU Gmail account through myNSU but will be prompted to log on using your NSU network/Gmail account.**

- For technical questions, please contact NET Services at 605-626-2283 or email them at help@northern.edu
- It is recommended that questions related to specific courses be directed to the course instructor

Last Updated: February 27, 2018