# **NSU Student Password Retrieval**

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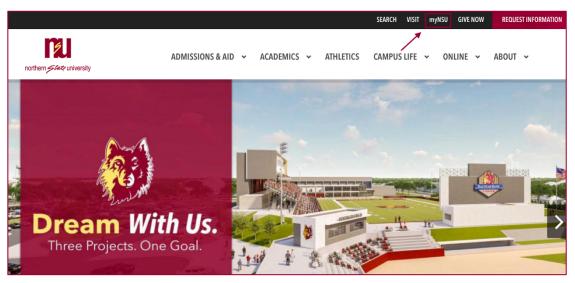
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## **New Student**

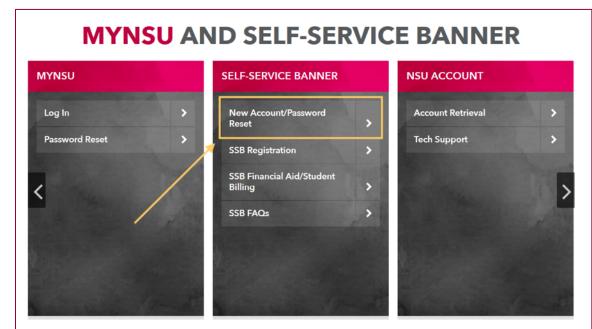
## Setting Up Your Password

These steps will walk you through the process of setting up you NSU password for new students.

- 1) Navigate to the NSU homepage, www.northern.edu, in your web browser.
- 2) **Select** the **myNSU** button in the upper black ribbon of the web page.







4) On the next screen you will see 4 cards, in the FIRST-TIME ACCESS card select the START HERE button.

<b>RESET YOUR PASSWORD</b>				
FIRST-TIME Start here if you've never registered or used Self-Service Password Reset before. START HERE	REGISTER WITH SELF-SERVICE DASSWORD RESET To reset or change your password, you must first have registered with the self-service reset system. You must know your password to complete this step. REGISTER HERE	PASSWORD MANAGEMENT Reset your forgotten or expired password, or simply change it. MANAGE PASSWORD	TECHNICAL ASSISTANCE Need help? Contact the Support Desk at 626-2283 or help@northern.edu, or stop by TC 148. GET HELP	

- 5) You will be re-directed to a new page. Enter your NSU email address in the User ID field.
- 6) Enter the characters you see in the Capita image in the other field.
- 7) Click Next.
- 8) Select "Text My Mobile Phone" or "Call My Mobile Phone."
- 9) Enter your full phone number, click next.
  - a) If the last 2 digits of the phone number displayed don't match your phone number, call the NSU
    Help Desk 605-626-2283 for assistance.

	your account
verification step 1 > cho	oose a new password
Please choose the contact method	d we should use for verification:
• Text my mobile phone	In order to protect your account, we need you to enter your complete mobile phone number (*********66) below. You will then receive a text message
Call my mobile phone	with a verification code which can be used to reset your password.
	Enter your phone number
	Text

10) Enter the verification code.					
	<	<b>0</b> 517-89	(j)		
		Text Message Today 8:35 AM			
	41537 Use th verific	nis code for <u>northern.edu</u>			
		A Text Message			
Get back	into yo	ur account			
verification step	<b>1</b> > choose a	new password			
Please choose the cont	Please choose the contact method we should use for verification:				
• Text my mobile ph	one	We've sent you a text message	containing a verifica	ation code to your phone.	
Call my mobile pho	one	Enter your verification code			
		Next			
Cancel	1				

Microsoft	
Get back into your account	
verification step $1 \checkmark >$ <b>choose a new password</b>	
* Enter new password:	
••••••	
* Confirm new password:	

12) You can **click finish** and move on to enter alternate email addresses and security questions.

13) **Click Looks Good** when finished and you will be re-directed to the Microsoft portal page.

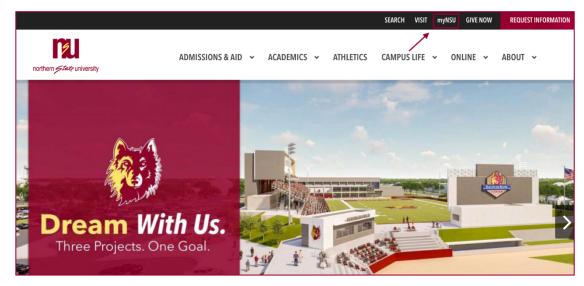
You may now use your account to access D2L, Gmail, NSU network, and register for courses.

## Register with Self-Service Password Reset

### **Resetting Your Password**

These steps will walk you through the process of setting up you NSU password for existing students.

- 1) Navigate to the NSU homepage, www.northern.edu, in your web browser.
- 2) **Select** the **myNSU** button in the upper black ribbon of the web page.



3) Select the NEW ACCOUNT/PASSWORD RESET button.

MYNSU AND SELF-SERVICE BANNER						
MYNSU		SELF-SERVICE BANNER		NSU ACCOUNT		
Log In	>	New Account/Password Reset	>	Account Retrieval	>	
Password Reset	*	SSB Registration	>	Tech Support	>	
<		SSB Financial Aid/Student Billing	>		>	
	/	SSB FAQs	>		-	
10.00						
	in a					

4) On the next screen you will see 4 cards, in the **REGISTER WITH SELF-SERVICE PASSWORD RESET** card

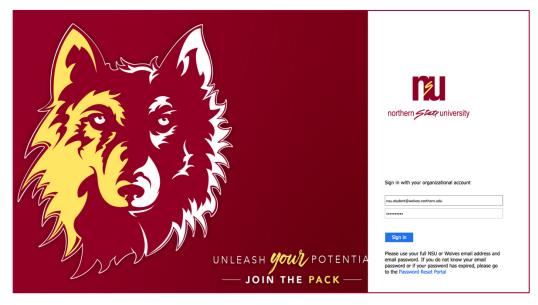
### select the REGISTER HERE button.

<b>RESET YOUR PASSWORD</b>				
FIRST-TIME ACCESS Start here if you've never registered or used Self-Service Password Reset before. START HERE	REGISTER WITH SELF-SERVICE PASSWORD RESET To reset or change your password, you must first have registered with the self-service reset system. You must know your password to complete this step.	PASSWORD MANAGEMENT Reset your forgotten or expired password, or simply change it. MANAGE PASSWORD	TECHNICAL ASSISTANCE Need help? Contact the Support Desk at 626-2283 or help@northern.edu, or stop by TC 148. GET HELP	

5) You will be brought to a Microsoft Log In screen. Enter your full email address and NSU password.

and the second se		
Contractor in the second second	Microsoft	
	Microsoft	
	Sign in	
	Email, phone, or Skype	
	No account? Create one!	
	Can't access your account?	
	Sign-in options	
	Back Next	STATE AND A REALT
		TAMENER DESCRIPTION
MARSER AND	ALL	A CARLENT CONTRACTOR
	D/S 22 AZ BORATI X AS	
CONTRACTOR A LESSANTIN		A CONTRACTOR OF

6) You will be brought to the NSU log in page. **Re-enter** your **full email address** and **NSU password**.



- 7) Choose your authentication method.
  - a) You may choose one, two or all methods.
- 8) **Click Looks Good** when finished and you will be re-directed to the Microsoft portal page.