

NSU Student Password Retrieval

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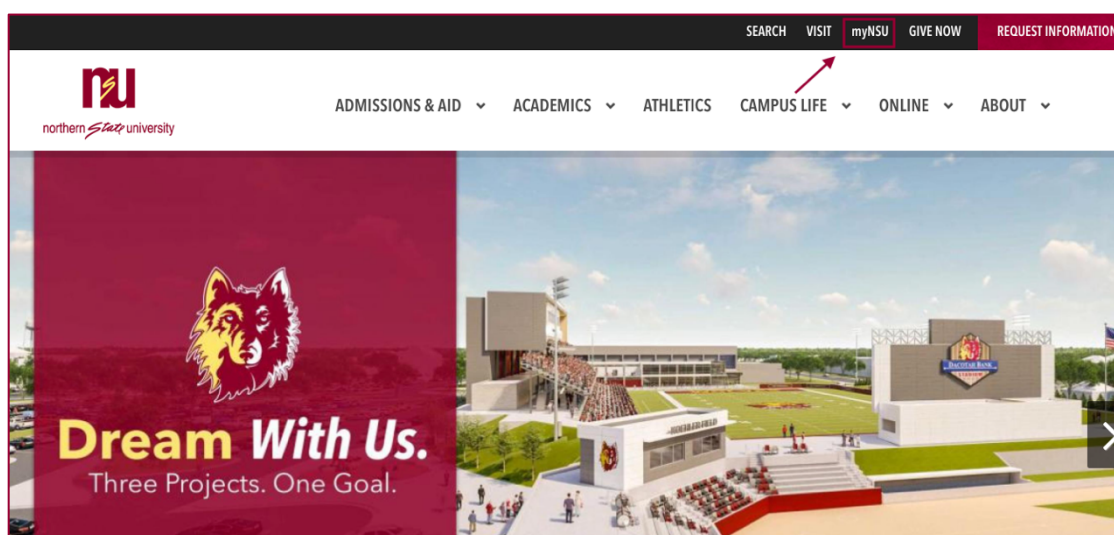
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New Student

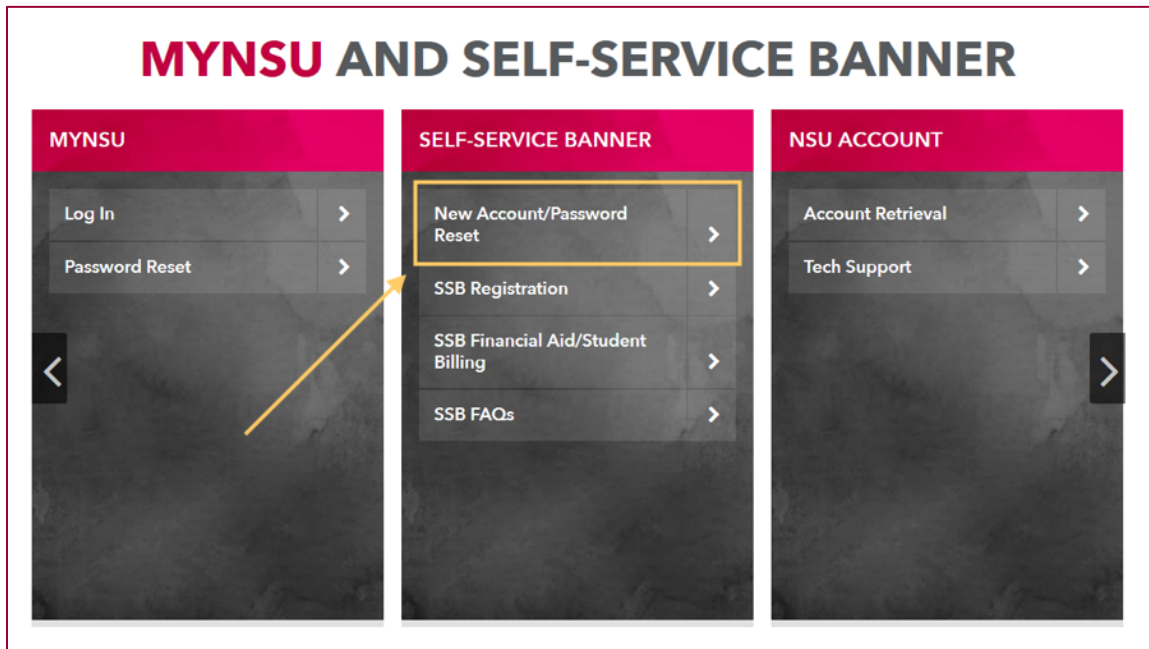
Setting Up Your Password

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.



3) Select the **NEW ACCOUNT/PASSWORD RESET** button.



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



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.

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☒ Text my mobile phone

☐ Call my mobile phone

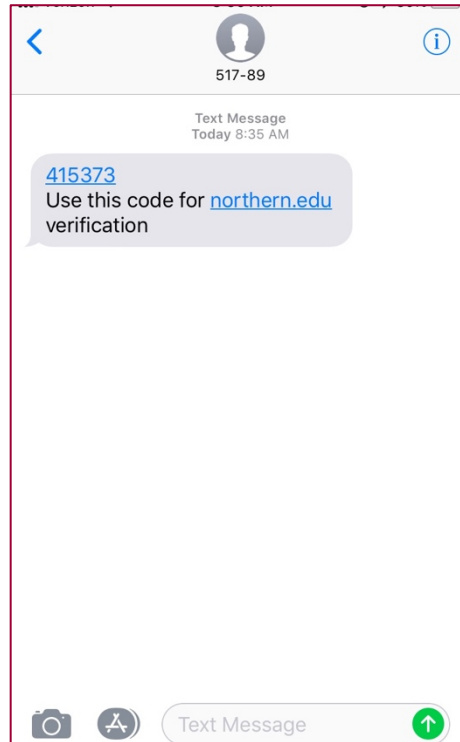
In order to protect your account, we need you to enter your complete mobile phone number (*****66) below. You will then receive a text message with a verification code which can be used to reset your password.

Enter your phone number

Text

[Cancel](#)

10) Enter the verification code.



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☒ Text my mobile phone

☐ Call my mobile phone

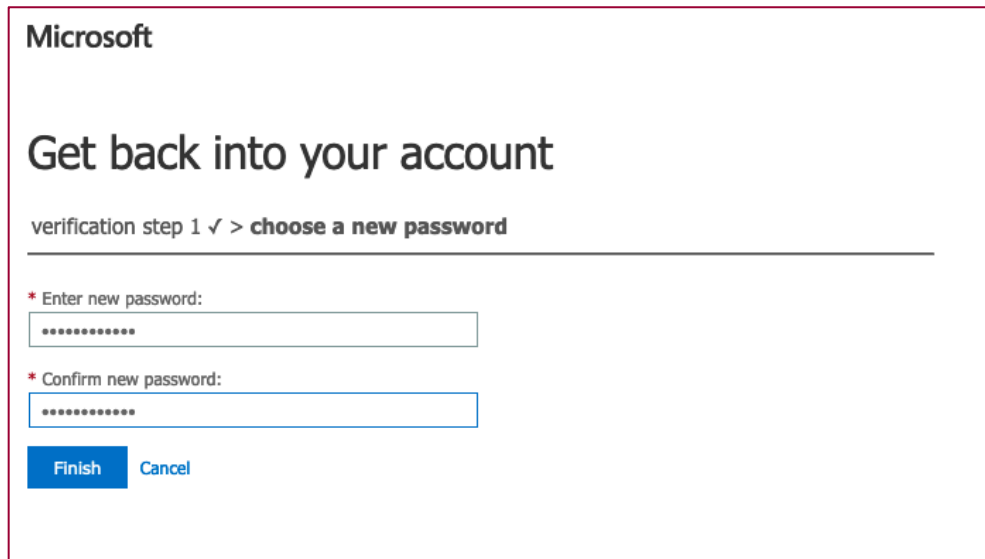
We've sent you a text message containing a verification code to your phone.

Enter your verification code

Next

[Cancel](#)

11) **Set** your new **password**.



The screenshot shows the Microsoft account recovery interface. At the top, the Microsoft logo is displayed. Below it, the heading "Get back into your account" is centered. Underneath the heading, the progress bar indicates "verification step 1 ✓ > choose a new password". The main content area contains two password input fields. The first field is labeled "* Enter new password:" and the second is labeled "* Confirm new password:". Both fields show a series of dots representing the masked password. At the bottom of the form, there are two buttons: a blue "Finish" button and a grey "Cancel" button.

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.

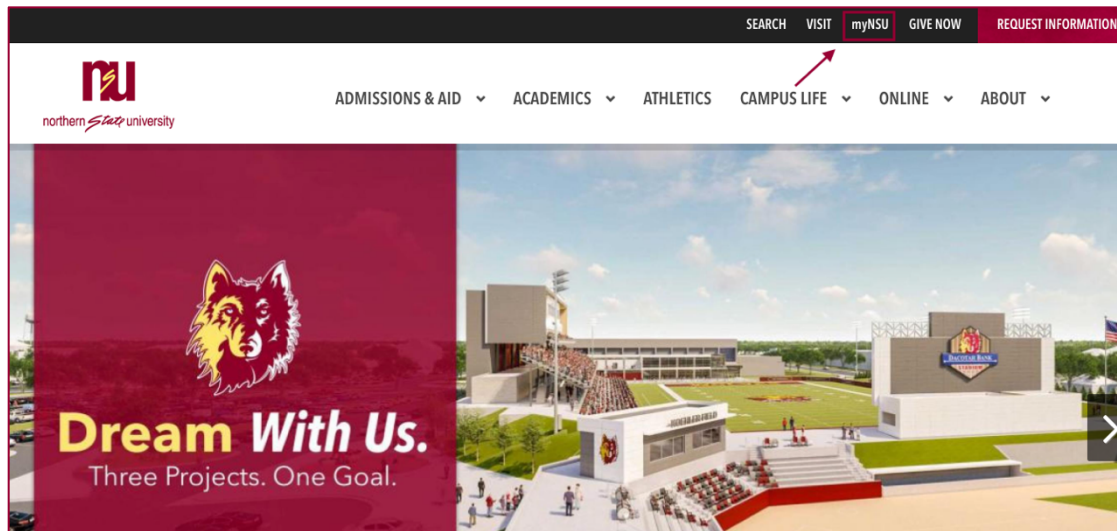
You may now use your account to access D2L, Gmail, NSU network, and register for courses.

Register with Self-Service Password Reset

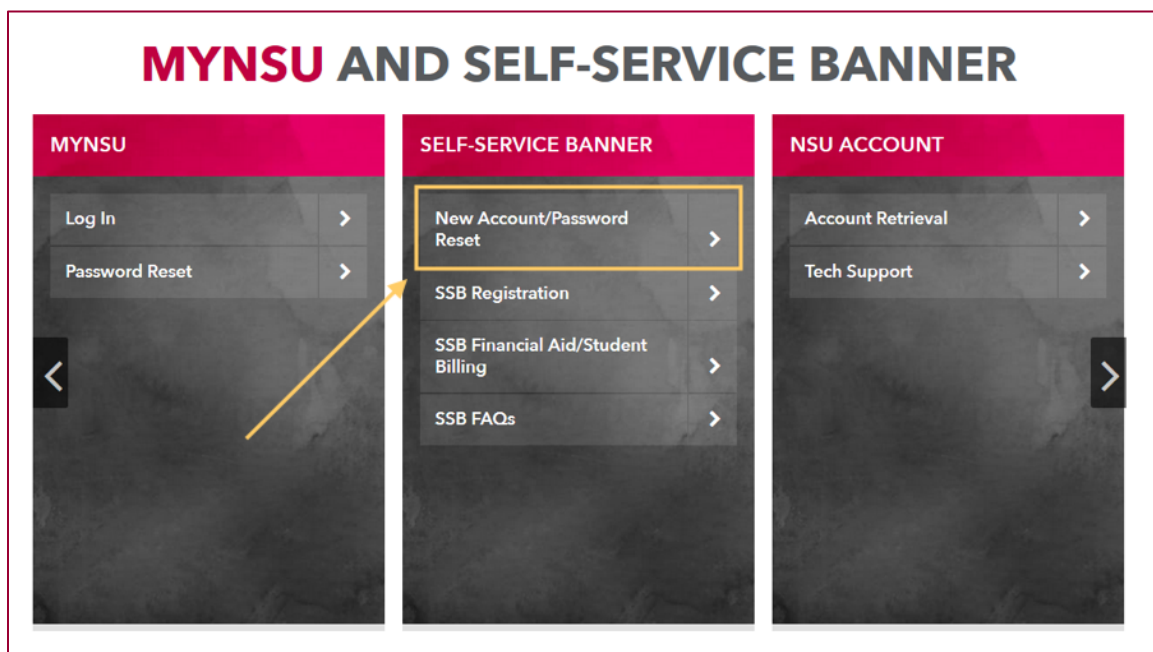
Resetting Your Password

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.



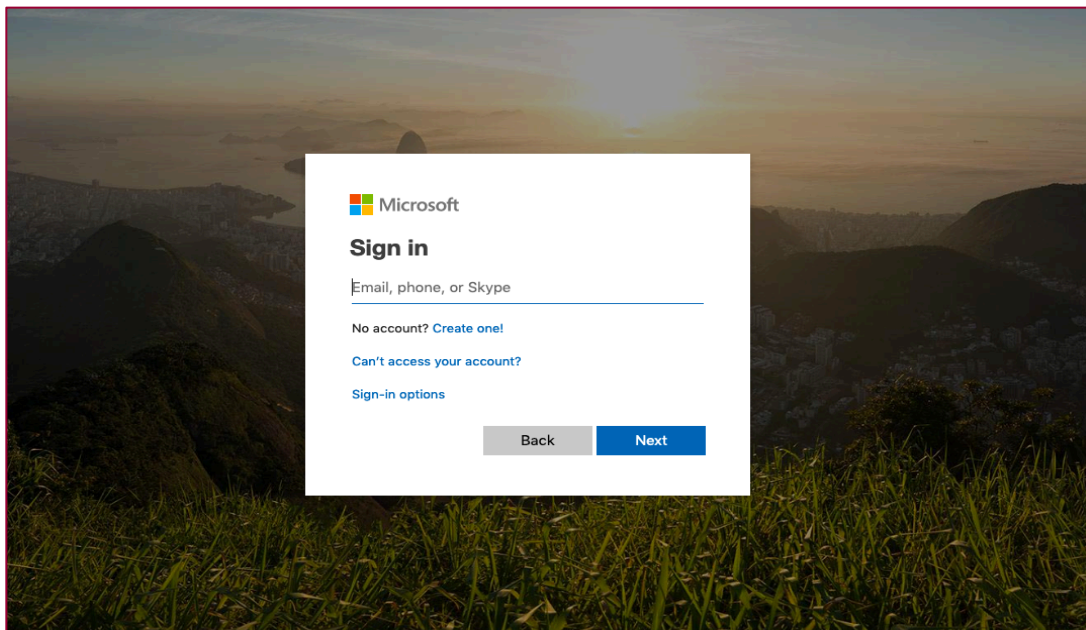
- 3) **Select** the **NEW ACCOUNT/PASSWORD RESET** button.



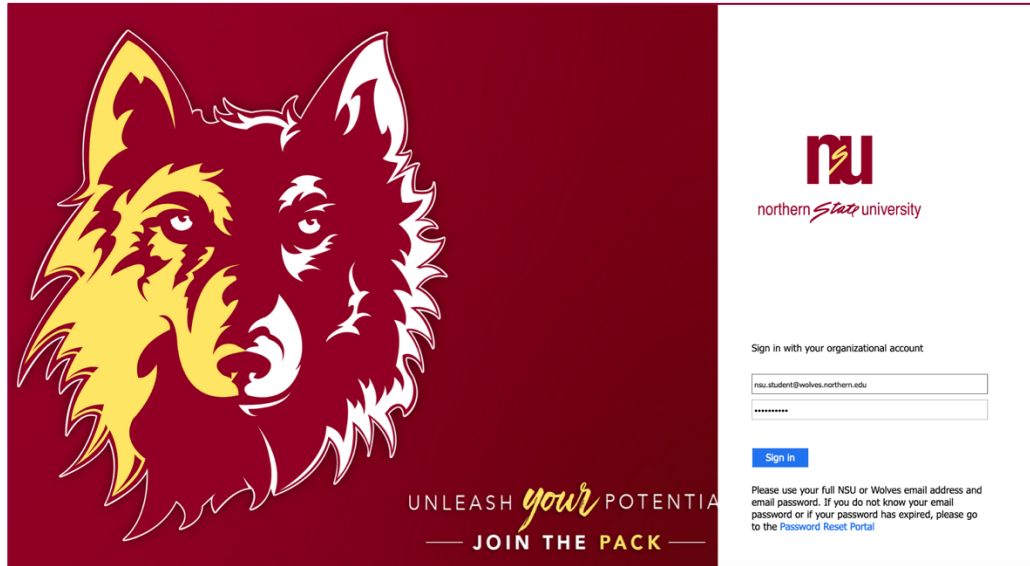
- 4) On the next screen you will see 4 cards, in the **REGISTER WITH SELF-SERVICE PASSWORD RESET** card select the **REGISTER HERE** button.



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



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.