

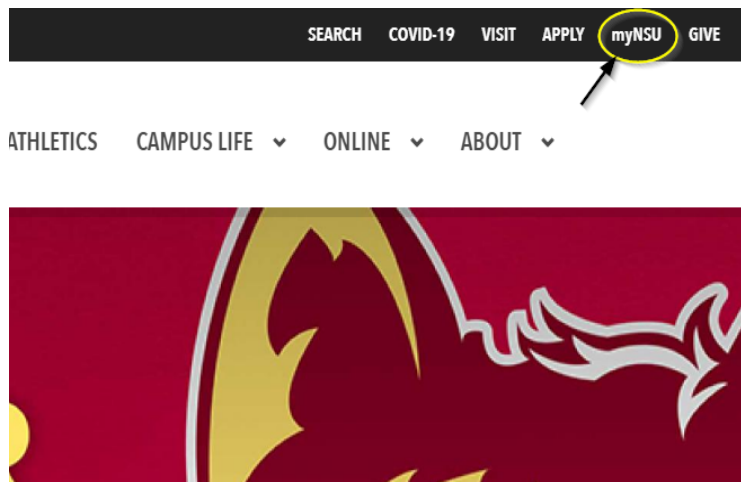


## New Account Set-up

### Set a Password

If you are signed into your @k12.sd.us email, you will need to use a different browser (Chrome, Firefox, Edge) for the following steps.

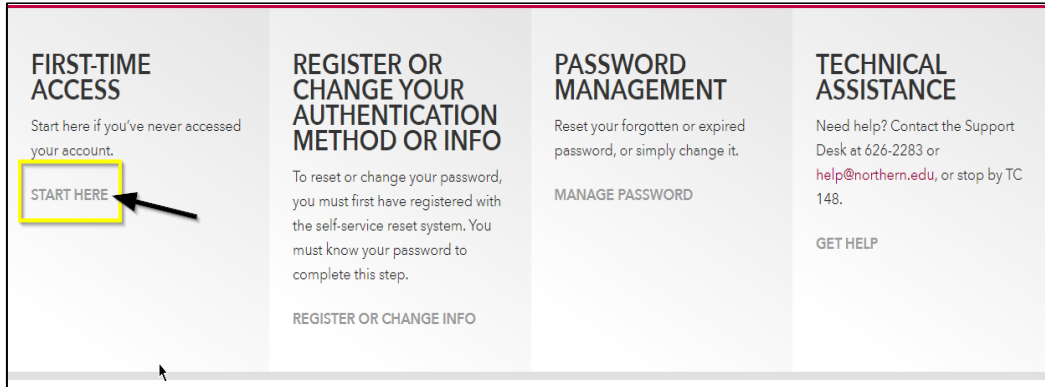
1. Go to the Northern homepage: <https://northern.edu>
2. Click myNSU in the top-right corner.



3. Click the **New Account and Password Reset**.

NSU ACCOUNT	SELF-SERVICE BANNER	MYNSU PORTAL
<p data-bbox="164 1419 553 1451"><b>New Account and Password Reset</b></p> <p data-bbox="164 1493 370 1524">Technical Support</p>	<p data-bbox="618 1423 846 1451"><b>Student Information</b> Register for courses, view grades, pay your bill, attendance confirmation and more</p> <p data-bbox="618 1545 899 1572"><b>Financial Aid Information</b></p> <p data-bbox="618 1614 976 1642"><b>Faculty and Advisor Information</b> See class roster, enter grades, view advisees and more</p> <p data-bbox="618 1736 769 1764"><b>Banner FAQs</b></p>	<p data-bbox="1073 1423 1143 1451">Log In</p>

- Under “FIRST-TIME ACCESS”, click the **START HERE** button.



- Enter your NSU Wolves email address (@wolves.northern.edu) in the “User ID” field.
  - You will receive your NSU Wolves email address from your e-mentor.
  - If you are a late addition to the course, your NSU Wolves email will be sent to your @k12.sd.us (or other school assigned) email by your Master Teacher.
  - Your NSU Wolves email address, and the password you choose, will be used to log in to D2L. You will continue to use your @k12.sd.us (or other school assigned) email for all communication.
- Enter the characters you see in the captcha image, then click **Next**.

A screenshot of a web form titled 'Get back into your account'. The form asks 'Who are you?' and provides instructions: 'To recover your account, begin by entering your user ID and the characters in the picture or audio below.' There is a text input field for 'User ID' containing '@wolves.northern.edu' and an example: 'Example: user@contoso.onmicrosoft.com or user@contoso.com'. Below the input field is a captcha image showing the letters 'K', 'J', 'S', and 'D' in a stylized font. There is a text input field for the captcha characters containing 'kjsd'. At the bottom of the form are two buttons: 'Next' and 'Cancel'.

7. Ensure the email preview is correct, then click **Email**.
  - a) If the email preview looks incorrect, please contact your Master Teacher or email [chris.hayden@northern.edu](mailto:chris.hayden@northern.edu).

verification step 1 > choose a new password

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Please choose the contact method we should use for verification:

Email my alternate email

You will receive an email containing a verification code at your alternate email address (Ja\*\*\*\*\*@k12.sd.us).

[Email](#)

8. Enter the verification code sent to your @k12.sd.us (or other school assigned) email, then click **Next**.

verification step 1 > choose a new password

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Email my alternate email

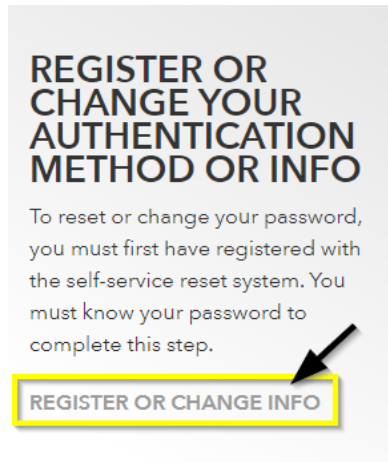
We've sent an email message containing a verification code to your inbox.

[Next](#) [Are you having a problem?](#)

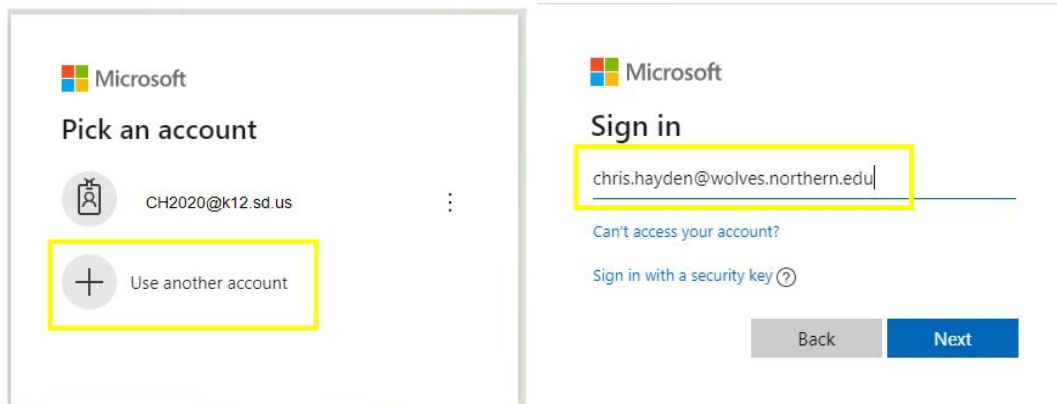
9. Set your new password, following the password requirements, then click **Finish**.
  - a) Password must be at least 8 characters
  - b) It must have characters from 3 of the 4:
    - i. Capital letter
    - ii. Lowercase letter
    - iii. Number
    - iv. Symbol
  - c) It cannot contain your first or last name
10. Close the tab, which will bring you to the password reset page.

## Register or Change Your Authentication Method or Info

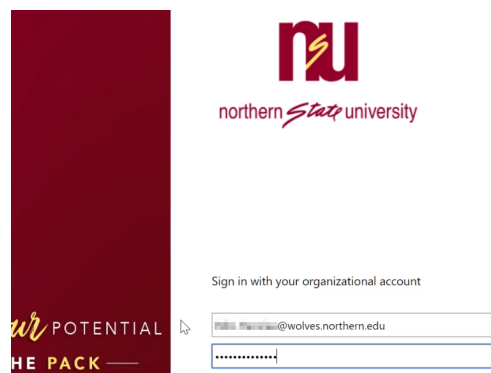
1. Under "REGISTER OR CHANGE AUTHENTICATION METHOD OR INFO", click **REGISTER OR CHANGE INFO**



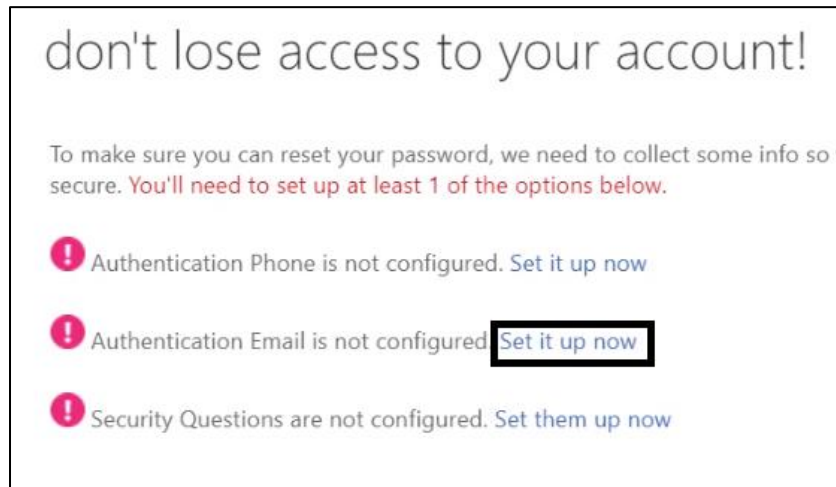
2. On the Microsoft log-in screen, Select "*Use another account*"
3. On the Microsoft sign in page, Type in your **wolves email** address and click **NEXT**



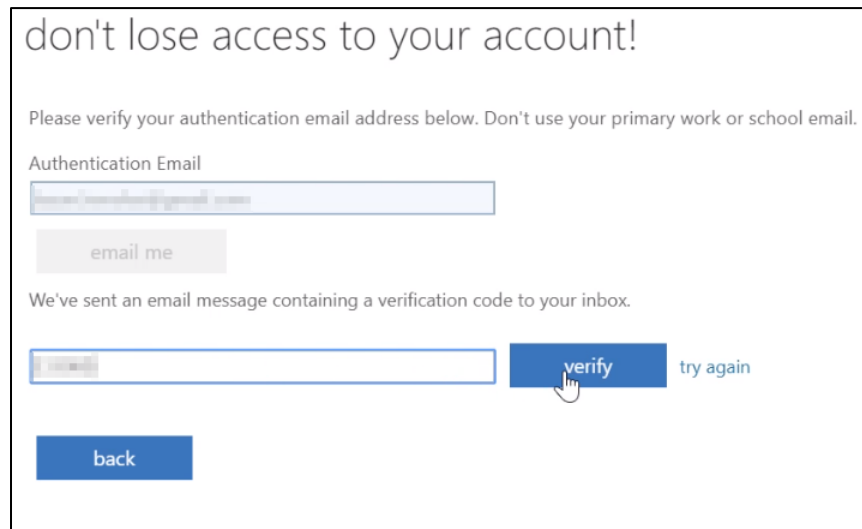
4. You will be redirected to a Northern log-in page. Enter your password



- Next to “Authentication Email is not configured.”, click **Set it up now**.

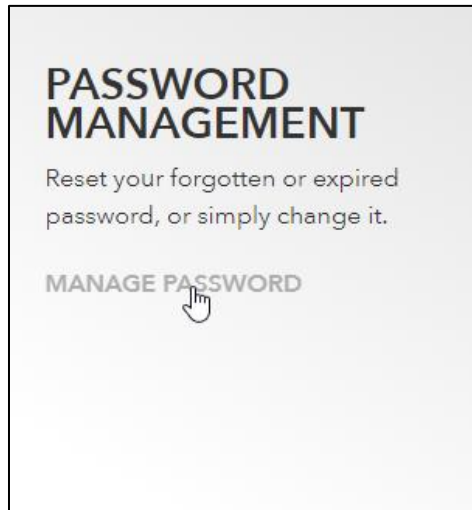


- Enter your @k12.sd.us (or other school assigned) email, then click **email me**.
- Enter the verification code from the email sent to you, then click **verify**.



- Click **finish**.  
If you are taken to a Microsoft Office 365 page, close the browser tab.

9. If you forget your password, return to the password reset page (<https://northern.edu/passwordreset>). Under "PASSWORD MANAGEMENT", choose **MANAGE PASSWORD**.



### Logging in to D2L

1. Navigate to the D2L log in page: <https://d2l.sdbor.edu>
2. Log in using your NSU Wolves email (@wolves.northern.edu) and password.



For questions, or if you require help, please contact your Master Teacher or email [chris.hayden@northern.edu](mailto:chris.hayden@northern.edu).