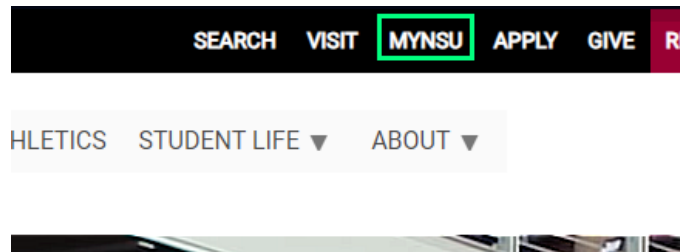








# New Account Set Up

## Set a Password

- If you are signed into your official school email, you will need to use a different browser (Chrome, Firefox, Edge) for the following steps. **OR** You must log out of your K12 email before proceeding. Closing the window is not enough. You must navigate to the profile icon (top right) and sign out.
1. Go to the Northern homepage: <https://northern.edu>
  2. Click myNSU in the top-right corner.



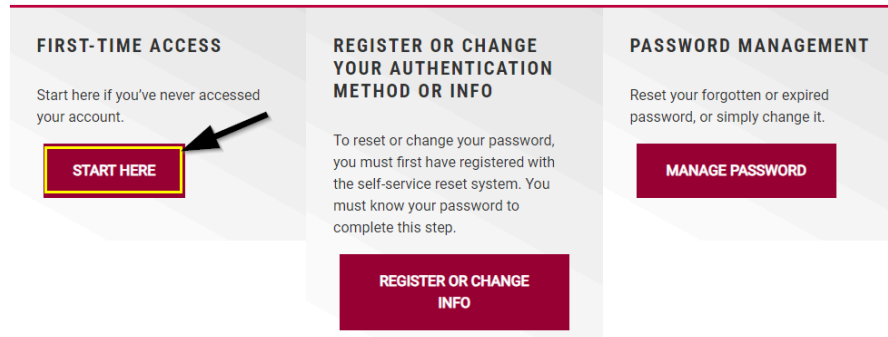
3. Click the **Password Reset**.

 <b>TeamDynamix</b> <a href="#">Submit a Ticket</a> <a href="#">View my Tickets</a> <a href="#">Knowledge Base</a>	 <b>Northern/Wolves Account</b> Click below to access options for setting up your account, registering or changing your authentication method, and resetting your password. <a href="#">Reset Password</a>	 <b>MyNSU Portal</b> We are in process of migrating links and content to Ellucian Experience and TeamDynamix. Access the myNSU Portal for supplementary information and documents. <a href="#">myNSU Portal</a>	 <b>Ellucian Experience</b> Log in to the new Ellucian Experience (EE) for access to Self-Service Banner, financial aid, your bill and tuition payments, degree programs, and academic-related forms. <a href="#">Ellucian Experience</a>
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# New Account Set Up

- 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 our e-learning program assistant..
  - 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 with your teacher.**
- Enter the characters you see in the captcha image, then click **Next**

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: \*

Bob.Maluga@wolves.northern.edu

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. \*

Next

Cancel

# New Account Set Up

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

---

Please choose the contact method we should use for verification:

<input checked="" type="radio"/> Email my alternate email	You will receive an email containing a verification code at your alternate email address (ja*****@k12.sd.us).
---	---

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

---

Please choose the contact method we should use for verification:

<input checked="" type="radio"/> Email my alternate email	We've sent an email message containing a verification code to your inbox.
---	---

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. Navigate back to the [Reset Your Password](#) page



# New Account Set Up



**LOG OUT OF YOUR K12 (SCHOOL ASSIGNED) EMAIL ACCOUNT TO BEGIN THE NEXT PART! Closing the window/tab is not enough. Click on your profile and then click sign out.**

## Register or Change Your Authentication Method or Info

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

**FIRST-TIME ACCESS**  
Start here if you've never accessed your account.  
**START HERE**

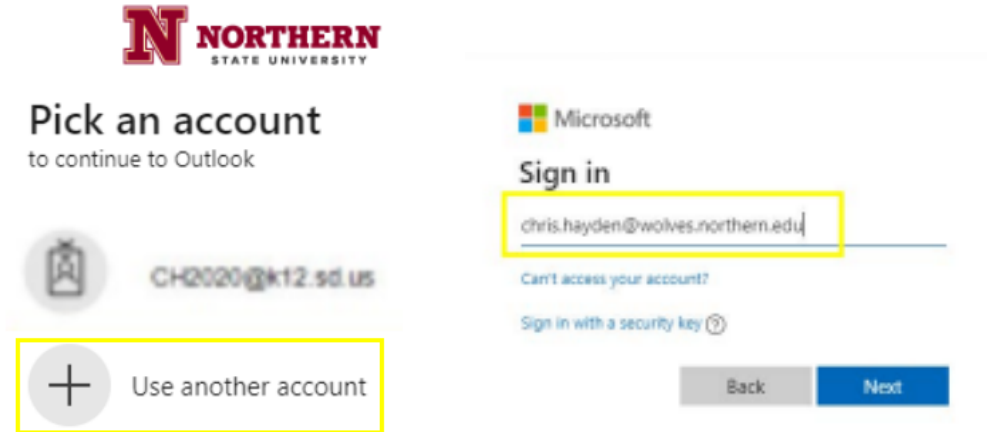
**REGISTER OR CHANGE YOUR AUTHENTICATION METHOD OR INFO**  
To reset or change your password, you must first have registered with the self-service reset system. You must know your password to complete this step.  
**REGISTER OR CHANGE INFO**

**PASSWORD MANAGEMENT**  
Reset your forgotten or expired password, or simply change it.  
**MANAGE PASSWORD**

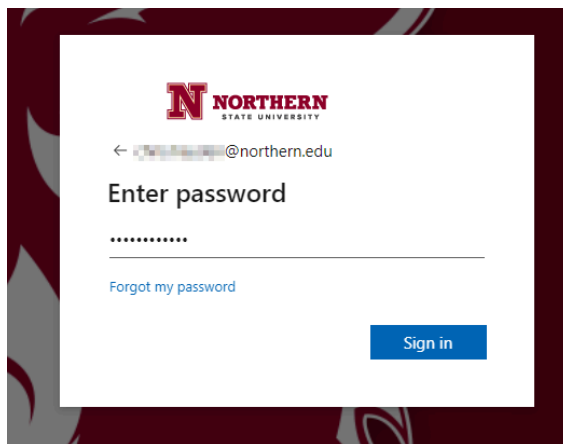
2. On the Microsoft log-in screen, Select "*Use another account*"
3. On the Microsoft sign in page, Type in your **wolves email** address and click **NEXT**



# New Account Set Up



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





# New Account Set Up

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

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so you can stay secure. You'll need to set up at least 1 of the options below.

- ! Authentication Phone is not configured. Set it up now
- ! Authentication Email is not configured. **Set it up now**
- ! Security Questions are not configured. Set them up now

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

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

email me

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

verify

try again

back

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

## Forgot Your Password

1. If you forget your password, return to the password reset page (<https://northern.edu/passwordreset>).
  - b. Under “PASSWORD MANAGEMENT”, choose **MANAGE PASSWORD**. Follow the instructions to reset your password.

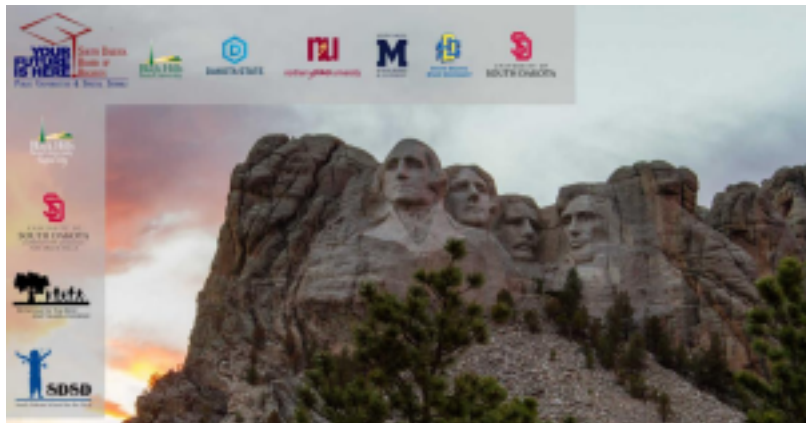


# New Account Set Up



## Logging in to D2L

1. Navigate to the [D2L login page](#) or go to the NSU homepage and scroll down to the very bottom and click on **DESIRE2LEARN (D2L)** link
2. Log in using your NSU Wolves email (@wolves.northern.edu) and password.



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