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
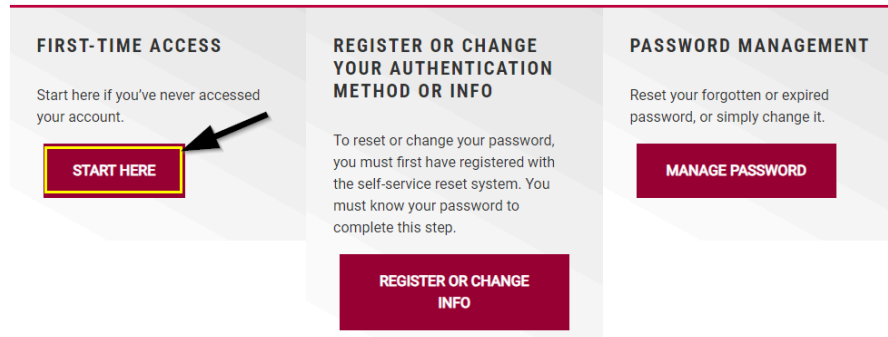2. Click myNSU in the top-right corner.
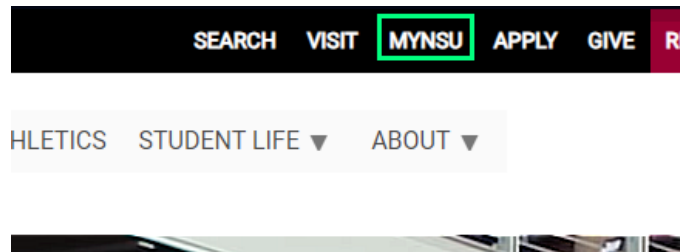
3. Click the **Password Reset**.

4. Under "FIRST-TIME ACCESS", click the **START HERE** button.

5. Enter your NSU Wolves email address (@wolves.northern.edu) in the "User ID" field
   a. You will receive your NSU Wolves email address from your e-mentor.
   b. 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..
   c. Your NSU Wolves email address, and the password you choose, will be used to log in to D2L.
   d. **You will continue to use your @k12.sd.us (or other school assigned) email for all communication with your teacher**.
6. Enter the characters you see in the captcha image, then click **Next**

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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

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

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
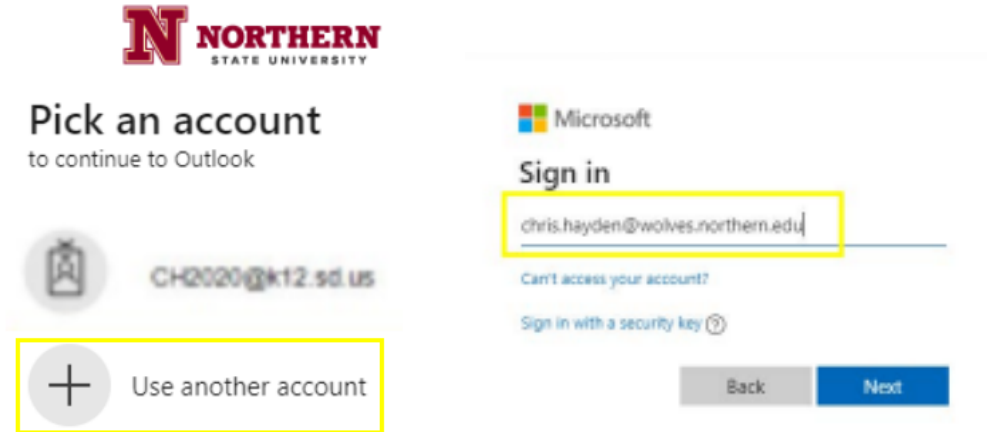
4. You will be redirected to a Northern log-in page. Enter your password
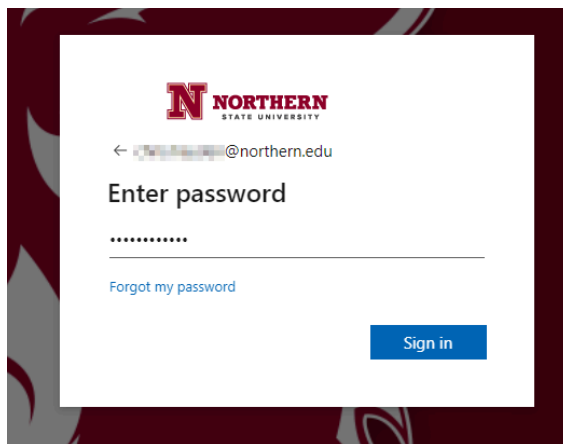
5. Next to "Authentication Email is not configured.", click **Set it up now**.

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so 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).
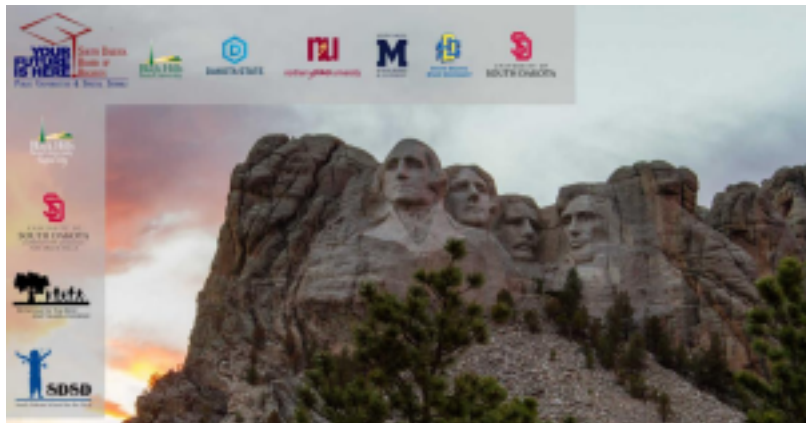   b. Under "PASSWORD MANAGEMENT", choose **MANAGE PASSWORD**. Follow the instructions to reset your password.

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