



NSU Account Retrieval Information

Your Colleague ID (Student ID) Number is an essential part of your education at NSU. This is the number that appears on your Student ID card. If you are an online-only student and do not have a card, your Colleague ID number has been e-mailed to your personal email address that you supplied when applying to NSU.

Please follow the steps below to retrieve your NSU network/Gmail login information and your myNSU Portal login information. myNSU is your access to course materials in Desire2Learn as well as our registration system, WebAdvisor, and early alert system, Starfish.

NSU ACCOUNT RETRIEVAL (NSU network and NSU Gmail)

1. Go to the NSU Information Technology homepage at www.northern.edu/it.
2. Click on the “Reset Password” button.
3. Select the option to “Retrieve Information & Set Password”.
4. You will need to enter two of the following: your Student ID number, your date of birth (MM/DD/YY) or last 4 digits of your Social Security Number.
5. Enter a password and click “Submit Form” ensuring you have followed the password requirements.
6. Your information that is retrieved should look similar to the below data.

Request Status:

Status:	Student Data Retrieved
Student ID:	1985260
Student Name:	Jane Doe
myNSU Portal (BORIS) Login ID:	jadoe52390
NSU Login ID:	NSU\jane.doe
Google Mail / Apps Login ID:	jane.doe@wolves.northern.edu

7. Once your data has been retrieved and your password set, click the “Login to Gmail link”. The link will automatically log you into your email account. **Be sure to remember your Student ID and myNSU Portal (BORIS) username for the next steps below!**

If you receive an error retrieving your information, please contact the Support Desk at help@northern.edu or 605.626.2283

myNSU PORTAL ACCOUNT RETRIEVAL

The myNSU Portal is your one-stop access for most online resources provided by NSU. From the portal, you can gain access to WebAdvisor (WA), Desire2Learn (D2L) and Starfish Early Alert, Gmail (separate logon required), and many forms, documents, and electronic resources needed during your academic career at NSU. Your myNSU account is referred to as your **BORIS** account.

1. From the NSU Homepage select the **myNSU** link, located near the top right hand corner.
2. Select the **Forgot your password?** Link button.
3. Enter Last Name and Student/Colleague ID number (7-digit number) or BORIS username obtained from the previous section and click **Retrieve my information**.
4. From the dropdown, select either your primary (NSU) or a secondary email address. The BORIS system will send a password reset link to the email address that you specify.
5. Access the email account in which you requested a password reset (Step 4) and click on the link provided.
6. Enter your BORIS username and create/confirm a unique password.
7. Complete the Password confirmation section, close out of the web browser, and then re-open and log into the myNSU Portal.

You can now access the myNSU Portal which provides single-sign on access to WebAdvisor and Desire2Learn. You will also access your NSU Gmail account through myNSU but will be prompted to log on using your NSU network/Gmail account.

For technical questions, please contact NET Services at 605-626-2283 or email them at help@northern.edu