

Title: NSU New Faculty Email Password Setup and Retrieval	Department: Instructional Design
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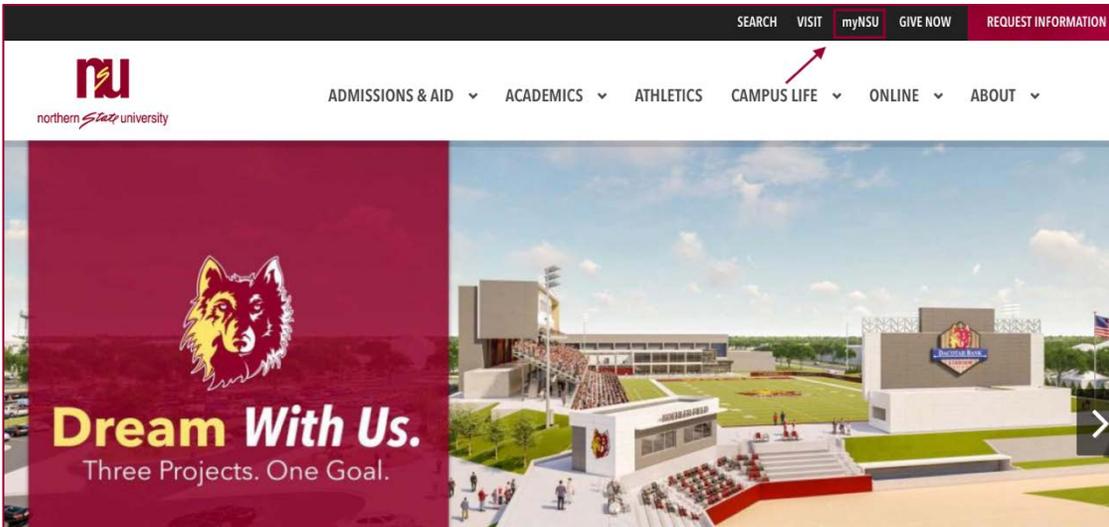
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New Faculty

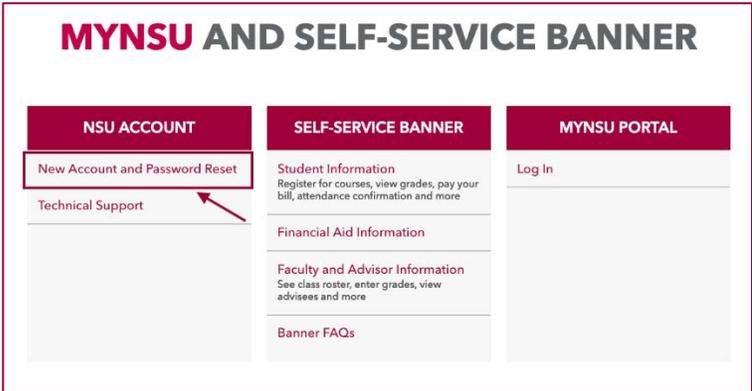
Setting Up Your Password

These steps will walk you through the process of setting up your NSU password for new faculty.

- 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.

RESET YOUR PASSWORD

FIRST-TIME ACCESS
Start here if you've never registered or used Self-Service Password Reset before.
START HERE

REGISTER WITH SELF-SERVICE PASSWORD RESET
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 HERE

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

TECHNICAL ASSISTANCE
Need help? Contact the Support Desk at 626-2283 or help@northern.edu, or stop by TC 148.
GET HELP

- 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 CAPTCHA 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

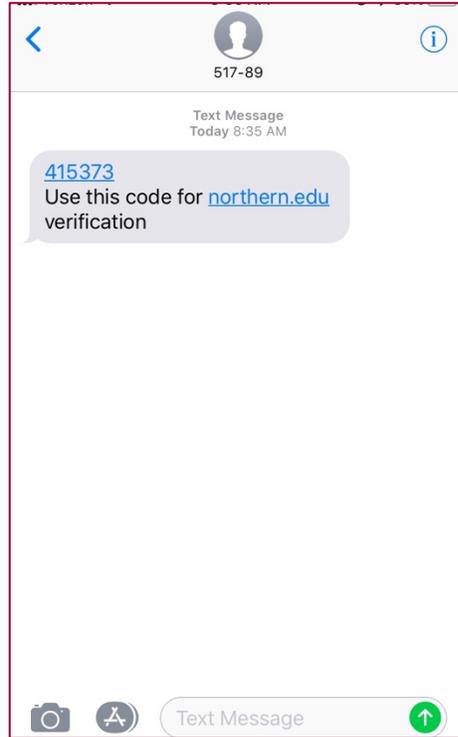
In order to protect your account, we need you to enter your complete mobile phone number (*****66) below. You will then receive a text message with a verification code which can be used to reset your password.

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

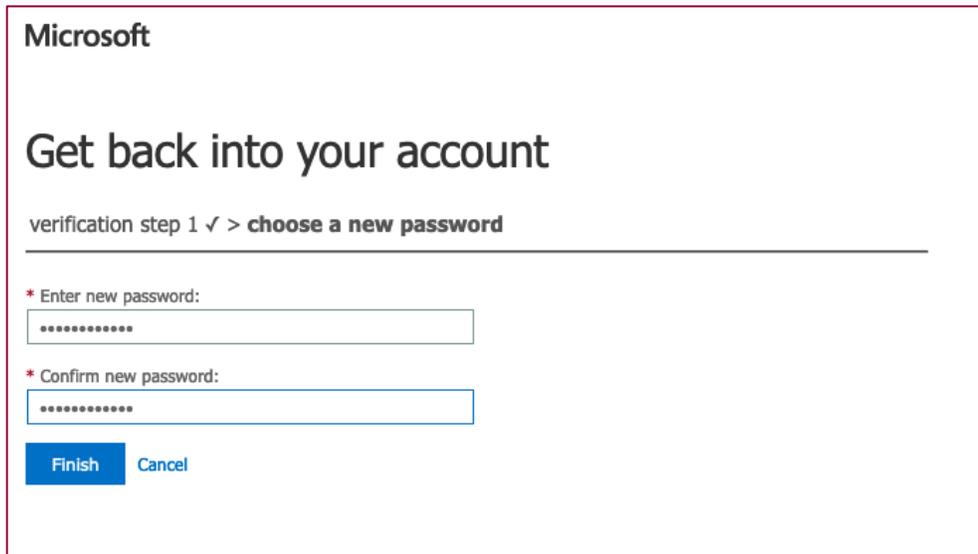
We've sent you a text message containing a verification code to your phone.

Enter your verification code

Next

Cancel

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



The screenshot shows the Microsoft account recovery interface. At the top left is the Microsoft logo. Below it is the heading "Get back into your account". Underneath, it says "verification step 1 ✓ > choose a new password". A horizontal line separates this header from the input fields. There are two password input fields: the first is labeled "* Enter new password:" and the second is labeled "* Confirm new password:". Both fields contain a series of dots representing masked characters. At the bottom of the form are two buttons: "Finish" (highlighted in blue) and "Cancel".

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.

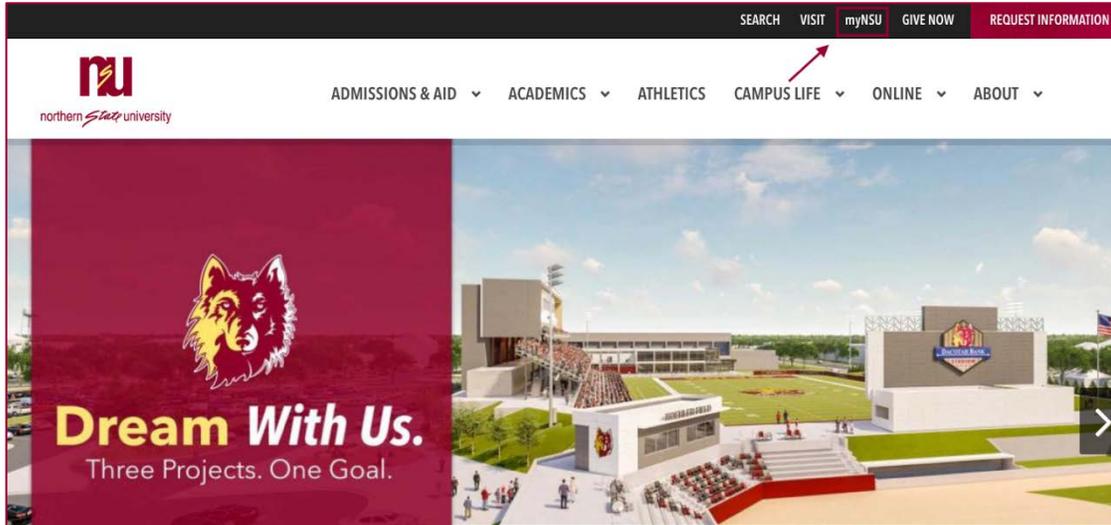
You may now use your account to access D2L, NSU network, and register for courses.

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 faculty.

- 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.

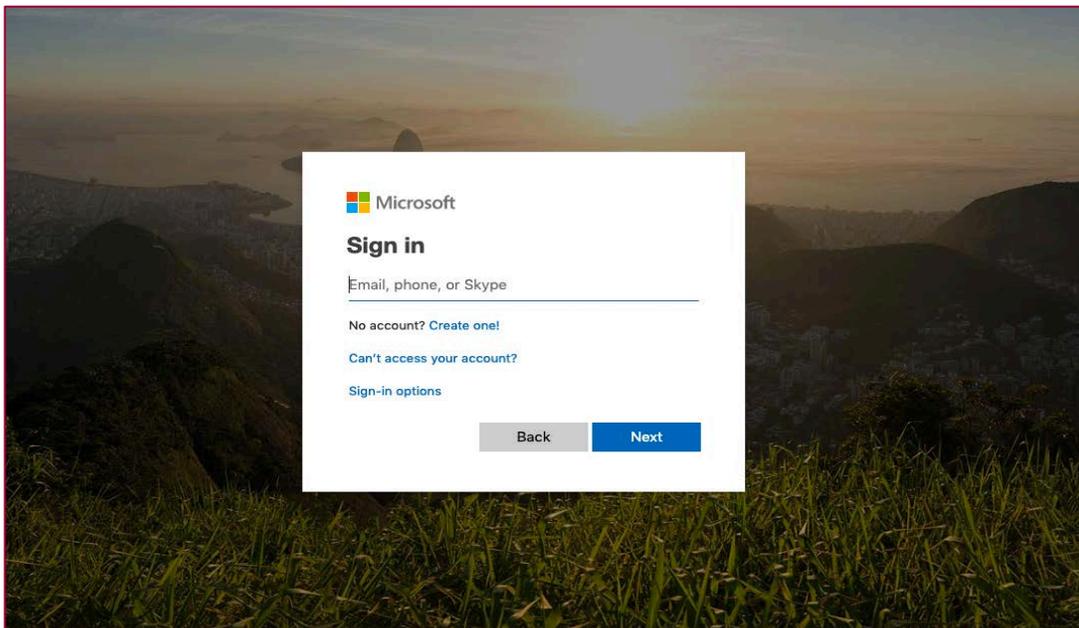
MYNSU AND SELF-SERVICE BANNER

NSU ACCOUNT	SELF-SERVICE BANNER	MYNSU PORTAL
New Account and Password Reset	Student Information Register for courses, view grades, pay your bill, attendance confirmation and more	Log In
Technical Support	Financial Aid Information	
	Faculty and Advisor Information See class roster, enter grades, view advisees and more	
	Banner FAQs	

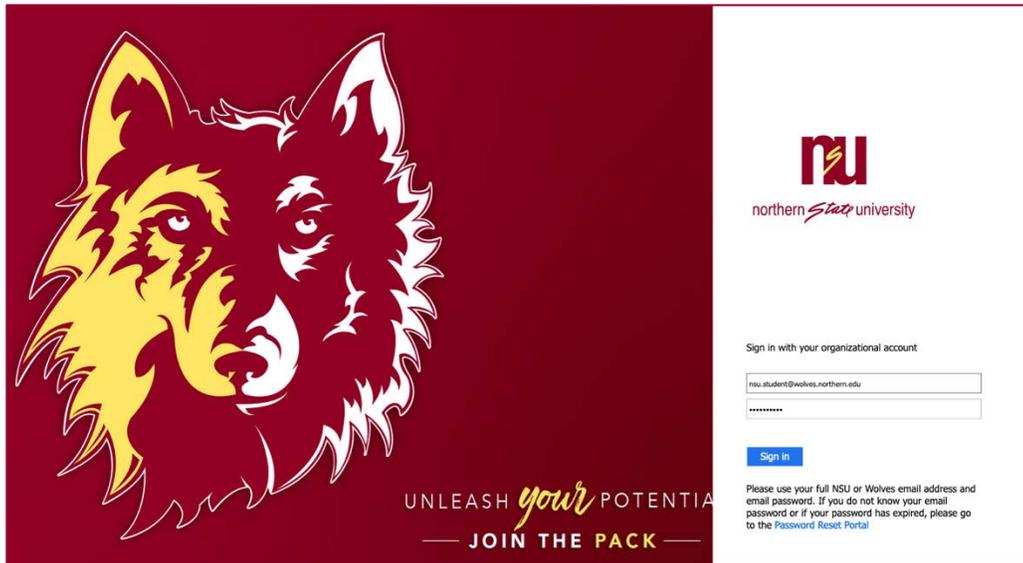
- 4) On the next screen you will see 4 cards, in the **REGISTER WITH SELF-SERVICE PASSWORD RESET** card select the **REGISTER HERE** button.



- 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.