NSU Account Retrieval Information for Faculty & Staff

Please follow the steps below to obtain your NSU network/email login information and retrieve your myNSU Portal login information. myNSU is your access to important documents and teaching materials such as Desire2Learn, WebAdvisor, and early alert system, Starfish.

**NSU ACCOUNT RETRIEVAL (NSU network and email)**

Your NSU network/email login will provide you access to your official NSU email account (firstname.lastname@northern.edu), the NSU network while on campus, and the eduroam wireless connection when on site at a participating university system (i.e. University Center, Capitol University Center, West River Center, state university campus).

You department secretary or supervisor will be provided with your initial logon sheet. They will send this document electronically to your personal email account. If you have not received this document, please contact the NSU Support Desk at help@northern.edu or 605.626.2283.

Once you have obtained the logon sheet, follow the instructions below to set up your permanent password for your NSU network/email account.

1. Go to www.northern.edu and click on Staff Email at the bottom of the page;
2. Enter the username provided to you on the logon sheet. Please exclude @northern.edu.
3. Enter the temporary password as provided on the logon sheet and click Sign In.
4. You will be immediately prompted to enter the temporary password again and set a new password. Please refer to the logon sheet for password requirements.
5. Once you have successfully set your new password, you will have access to your NSU email.
6. You are now ready to retrieve your myNSU account information.

**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, NSU email, SNAP, and many forms, documents, and electronic resources needed for employment 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 your Last Name and BORIS ID as found on the logon sheet provided to you 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 email account through myNSU.

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

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