

# How Do I...

TO REGISTER, VIEW CLASS SCHEDULES, ACCESS ACCOUNT AND FINANCIAL AID INFORMATION YOU MUST FIRST CLAIM YOUR ACCOUNT AT <https://helpdesk.ndus.edu/ndusaccount>

## Check my Mayville State Email?

Every student enrolled at MSU is issued an institution email address which you will be notified of by email. Keep in mind you are expected to check your MSU email at least three times per week and can access it anywhere.

1. Go to [www.mayvillestate.edu](http://www.mayvillestate.edu) and Click **SharePoint** at the bottom of the page.
2. Enter your Username and Password. Your *user name* is the same as your login for ConnectND preceded by NDUS\ . Your password is identical to the password you use for ConnectND.
3. Click on **Email**.

## Register for a MSU Extended Learning Course?

1. Talk to your advisor.
2. Go to [www.mayvillestate.edu](http://www.mayvillestate.edu)
3. Click **SharePoint** at the bottom of the page.
4. Enter your Username and Password. Your *User Name* is the same as your login for ConnectND preceded by NDUS\ . Your password is identical to the password you use for ConnectND.
5. Click on **CampusConnection**
6. Enter your User ID and Password from the account claim process.
7. From the menu on the left, click **Student Center**.
8. Under **Academics** click **Enroll**.
9. Choose the appropriate term and click **Continue**.
10. If you know the class number you may enter it **OR** if you don't know the class number click the **Class Search** button then click **Search**.
11. Fill in the *Course Subject*, *Course Number*, and *Course Career*. To show both open and closed classes, uncheck the *Show Open Classes Only* box.
12. To choose the class you wish to add to your schedule, click **Select Class**.
13. Click **Next** to add the class(es) to your shopping cart.
14. To add more classes to your shopping cart click **Search**.
15. Repeat this process until all classes have been selected, then click **Proceed to Step 2 of 3**.
16. To OFFICIALLY add the classes onto *My Class Schedule* click **Finish Enrolling**.
17. Click on **My Class Schedule** to confirm. Be sure to print a copy of your schedule to review.
18. For additional registration instructions/information contact Leslie Durkin, 1.800.437.4104 ext.34774.

## Drop a MSU Extended Learning Course?

1. Talk to your advisor.
2. After talking to your advisor, send an email to your instructor and [records@mayvillestate.edu](mailto:records@mayvillestate.edu) stating your name, Student ID number, Catalog number (i.e. ENGL 120) and name of the course you wish to drop. You **cannot** drop a course in CampusConnection on your own after classes have started.
3. For a complete withdrawal of all courses, contact Debi O'Brien at 1.800.437.4104 ext. 34842 or by email at [debra.obrien@mayvillestate.edu](mailto:debra.obrien@mayvillestate.edu)

## Register for a Collaborative Course at Another Institution?

1. Go to [www.mayvillestate.edu](http://www.mayvillestate.edu).
2. Click Academics, and then Academic Records.
3. Click **Collaborative Registration** on the right in the blue box.
4. Under the Collaborative Registration Process: Click the hyperlink **Collaborative Registration form**.
5. **Read the Collaborative Student Agreement**.
6. Click **Agree to Collaborative Policies and Go to Form**.
7. Sign in with your ConnectND Username and Password.
8. Fill in the form, answer all the questions. **Select the Add option under Action**. Be very careful when entering the information for your class. You will need to know what institution you are taking the class from, the term, the catalog number, the class number, the number of class credits and the delivery method. **ALWAYS** enter your MSU email address when registering collaboratively.
9. Click **Submit**
10. Enter your Username and Password again **Submit**
11. **You will receive an email immediately after you submit.**

## Access my Online Courses from Other Collaborative Institutions?

1. Go to [www.mayvillestate.edu](http://www.mayvillestate.edu) (through Google Chrome or Firefox).
2. Click the blue "Bb" logo at the top right of the page.
3. Enter your Username and Password. Your username and password are identical to your NDUS User ID which was given to you when you went through the claim process.

All of your online courses will be located in Blackboard. Each institution from which you are taking a course will be assigned its own link (upper right). To see all of your classes, go to the Courses link.

## Drop a Collaborative Course at Another Institution?

1. Talk to your advisor.
2. Go to [www.mayvillestate.edu](http://www.mayvillestate.edu).
3. Click Academics, and then Academic Records.
4. Click **Collaborative Registration** on the right in the blue box.
5. Under the Collaborative Registration Process: Click the hyperlink **Collaborative Registration form**.
6. **Read the Collaborative Student Agreement**.
7. Click **Agree to Collaborative Policies and Go to Form**.
8. Sign in with your ConnectND Username and Password.
9. Fill in the form, answer all the questions. **Select the Drop option under Action**. Be very careful when entering the information for your class. You will need to know what institution you are taking the class from, the term, the catalog number, the class number, the number of class credits and the delivery method. **ALWAYS** enter your MSU email address when registering collaboratively.
10. Click **Submit**
11. Enter your Username and Password again **Submit**
12. **You will receive an email immediately after you submit.**

## Submit a Proctor?

1. Go to <https://www.mayvillestate.edu/msu-online/submit-proctor/>
2. Click **SharePoint** at the bottom of the page.
3. Enter your Username and Password. Your user name is the same as your login for ConnectND preceded by NDUS\ . Your password is identical to the password you use for ConnectND.
4. Click **Sites** in the upper right-hand menu navigation.
5. Click **Departments and Offices**.
6. Click **Extended Learning** from the site menu.
7. Click on **Submit Proctor** from the left-hand menu.

**Questions?** Call Shay Thorsgard at the MSU Office of Extended Learning at 1.800.437.4104 ext. 34667

# How Do I...

## Access my Online Courses from Mayville State University Using Blackboard (Bb)?

1. Go to [www.mayvillestate.edu](http://www.mayvillestate.edu) (through Google Chrome or Firefox).
2. Click the blue "Bb" logo at the top right of the page.
3. Enter your Username and Password. Your username and password are identical to your NDUS User ID which was given to you when you went through the claim process.
4. Once logged in, click the **My MASU** tab on the top of the page. You will see a list of your courses.

## View/Printing my Class Schedule?

1. Go to [www.mayvillestate.edu](http://www.mayvillestate.edu)
2. Click **SharePoint** at the bottom of the page.
3. Enter your Username and Password. Your *user name* is the same as your login for ConnectND preceded by NDUS\ . Your password is identical to the password you use for ConnectND.
4. Click on **Campus Connection**.
5. Enter your User ID and Password from the account claim process.
6. Click on **Student Center**.
7. Under **Academics**, click the drop down arrow and select *Class Schedule*.
8. Click the >> button and select the appropriate term.
9. Click **Continue**.
10. You can also view your schedule in a calendar view if you prefer.
11. Select **Printer/Friendly Page** at the bottom and click the print button on your browser toolbar.

## View my Grades\*

1. Go to [www.mayvillestate.edu](http://www.mayvillestate.edu)
2. Click **SharePoint** at the bottom of the page.
3. Enter your Username and Password. Your *user name* is the same as your login for ConnectND preceded by NDUS\ . Your password is identical to the password you use for ConnectND.
4. Click on **CampusConnection**
5. Enter your User ID and Password from the claim account process.
6. Click on **Student Center**
7. Under **Academics** click the drop down arrow and select **Grades**.
8. Click on the term you want to view and continue.
9. Once you choose the term, your Official grade will show once it has been posted. If there is not a grade, you should check it again in a few days.  
\*Grades will usually be available to view on CampusConnection one week after a term ends.

## View my Degree Progress?

The Academic Advisement Report (ARR) is a tool available to all MSU students and advisors. The ARR allows students and advisors to see degree progress at any time during the student's academic career. This tool enables both students and advisors to plan schedules, access summaries of degree requirements already completed and requirements still needed to graduate.

Full instructions on how to access and use the ARR can be found here: <http://www.mayvillestate.edu/current-students/academic-information/academic-records/student-resources/>

## View my Finances?

1. Go to [www.mayvillestate.edu](http://www.mayvillestate.edu)
2. Click **SharePoint** at the bottom of the page.
3. Enter your Username and Password. Your *user name* is the same as your login for ConnectND preceded by NDUS\ . Your password is identical to the password you use for ConnectND .
4. Click on **CampusConnection**
5. Enter your User ID and Password from the account claim process.
6. From the menu on the left click on **Student Center**.
7. Under **Finances** you can view your:
  - ◆ Account Summary by Term
  - ◆ Total Due Charges
  - ◆ Student Account Detail
  - ◆ Financial Aid Information
  - ◆ Financial Aid Award

## Get my Books?

For classes you take from Mayville State, you will order your books from the MSU Bookstore website at <http://www.mayvillestatebookstore.com>

You will need to create your profile before you can complete your order. Please call 701.788.4823 or 800.437.4104, ext. 34823, with questions.

**Questions?** Call Shay Thorsgard at the MSU Office of Extended Learning at 1.800.437.4104 ext. 34667



### Office of Extended Learning

330 Third Street NE  
Mayville, ND 58257  
1.800.437.4104 ext.34667  
Local: 701.788.4667

[ExtendedLearning@mayvillestate.edu](mailto:ExtendedLearning@mayvillestate.edu)

### Distance Program Coordinator

WSC Stevens Hall, Room 222  
1410 University Ave  
Williston, ND 58801  
Local: 701.774.6234

[julie.stgermaine@mayvillestate.edu](mailto:julie.stgermaine@mayvillestate.edu)

### MSU Program Coordinator

1801 College Drive N  
Devils Lake, ND 58301  
1.800.443.1313 ext. 21587  
Local: 701.788.4721

[jade.erickstad@mayvillestate.edu](mailto:jade.erickstad@mayvillestate.edu)