

Claim Your Account

How to Claim Your Account

These instructions will walk you through steps for claiming your NDUS account, creating a password, and specifying security questions to access your account in the event you forget your password.

To view the list of NDUS Account information and options, type the following URL in your browser window:
<https://helpdesk.ndus.edu/ndusaccount/>

To claim your account, click the “**Claim an NDUS Account**” button as shown below.



Input your Emplid and 8-digit birthdate in the fields provided. (For more information, click the link “What is my EMPLID?”)

Click “Continue.”

To confirm your identity, please enter the following information. Your information will be used to locate and activate your user account.

[What is my EMPLID?](#)

Be sure to complete the process, or your account will not be activated properly.

Emplid*

Birthdate (mm/dd/yyyy)*

Check “I Agree” then click “Continue” to proceed.

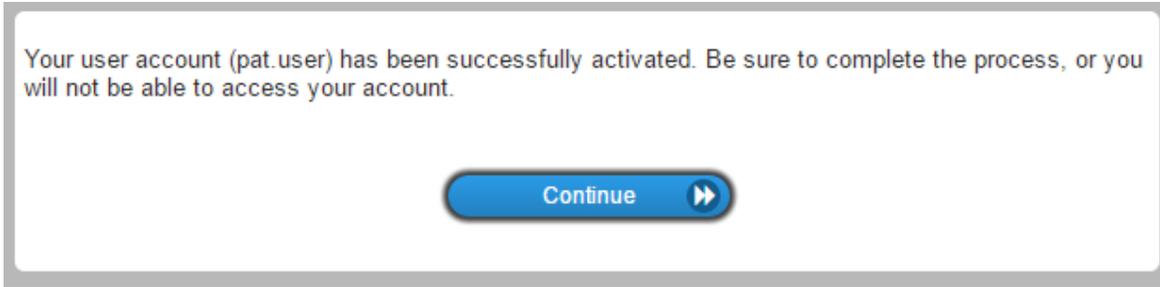
Your Login ID is: your.username

The use of North Dakota University System computing and networking resources are governed by [1202.1 Acceptable Use of Information Technology Resources Policy](#).

By clicking "I Agree" you acknowledge and agree to abide by NDUS Policy 1202.1.

I Agree

A confirmation message displays indicating that your account has been activated. Click the “Continue” button again to proceed.



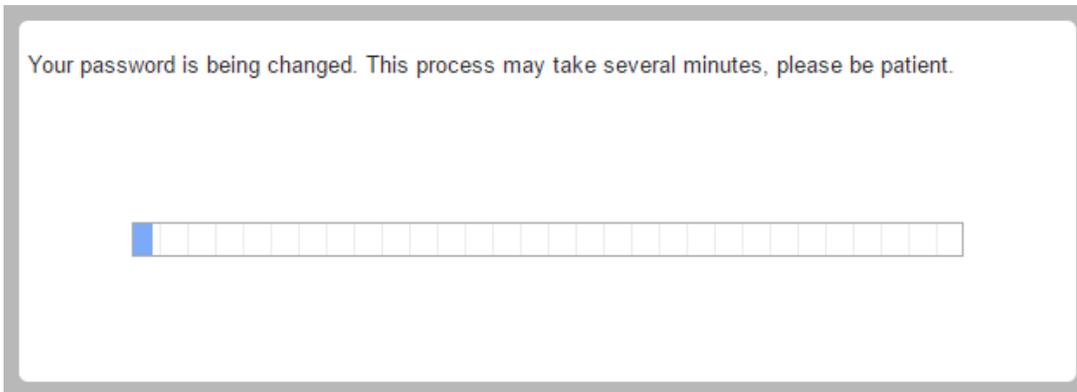
Creating a New Password

Next, you will be prompted to input a new password.

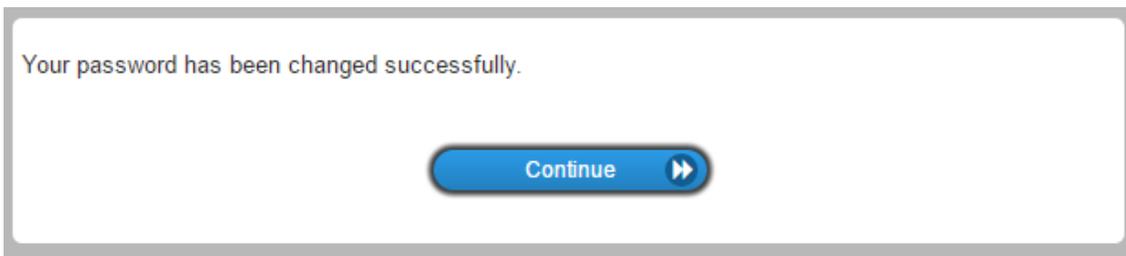
As you attempt to create a new password, messages display to indicate whether your password meets the listed criteria as well as overall password strength. Note that you cannot copy/paste your password into the confirm password box. It must be manually typed to confirm the password match. Keep in mind you can click the show/hide (eyeball) button to display the characters being typed. When you have correctly completed this procedure, the “Change Password” button becomes available.

A screenshot of a web interface for changing a password. At the top, it says "Login ID: your.username". Below that is a paragraph of instructions: "Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password cannot include a space and must meet the following requirements:". A bulleted list of requirements follows: "Password is case sensitive.", "Must be at least 8 characters long.", "Must be no more than 16 characters long.", "Must not include any of the following values: password # test, < >", "Must not include part of your name or username.", "Should not include a common word or commonly used sequence of characters.", "Must have at least 3 types of the following characters: uppercase (A-Z), lowercase (a-z), number (0-9), symbol (!, #, \$, etc.), and other language characters not listed above.", "New password may not have been used previously." Below the list is a blue bar with the text "New password accepted, please click change password". There are two input fields: "New Password" and "Confirm Password". The "New Password" field has a strength indicator showing "Strength: Strong" with a green progress bar. The "Confirm Password" field has a green checkmark next to it. At the bottom are two buttons: "Change Password" (blue with a right arrow) and "Cancel" (grey with an X).

As your password is being processed in the system, this dialog box appears:



A dialog box indicating that you have successfully changed your password appears. Click the “Continue” button to proceed to the next steps.

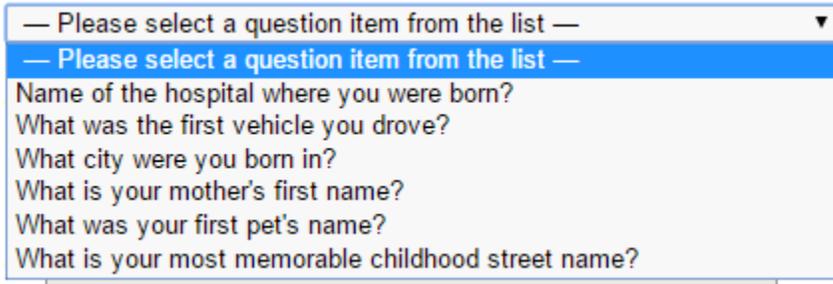


Specifying Security Questions

Next, you will be prompted to select three security questions. These questions will be used to grant you access to your NetIQ account in the event that you forget your password.

A form for specifying security questions. It starts with the text: "If you forget your password, you can access your account by answering your security questions. Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover." Below this is a gray header bar with the text "Please type your security answers". The form contains three identical rows. Each row begins with a dropdown menu showing "— Please select a question item from the list —" with a downward arrow. To the left of each dropdown is a small circular icon with a question mark. Below each dropdown is a light gray text input field. At the bottom of the form is a blue button with rounded corners, containing the text "Save Answers" and a white right-pointing arrow icon.

Clicking “Please select a question item from this list – “ (shown on the previous page) produces a list of security questions:

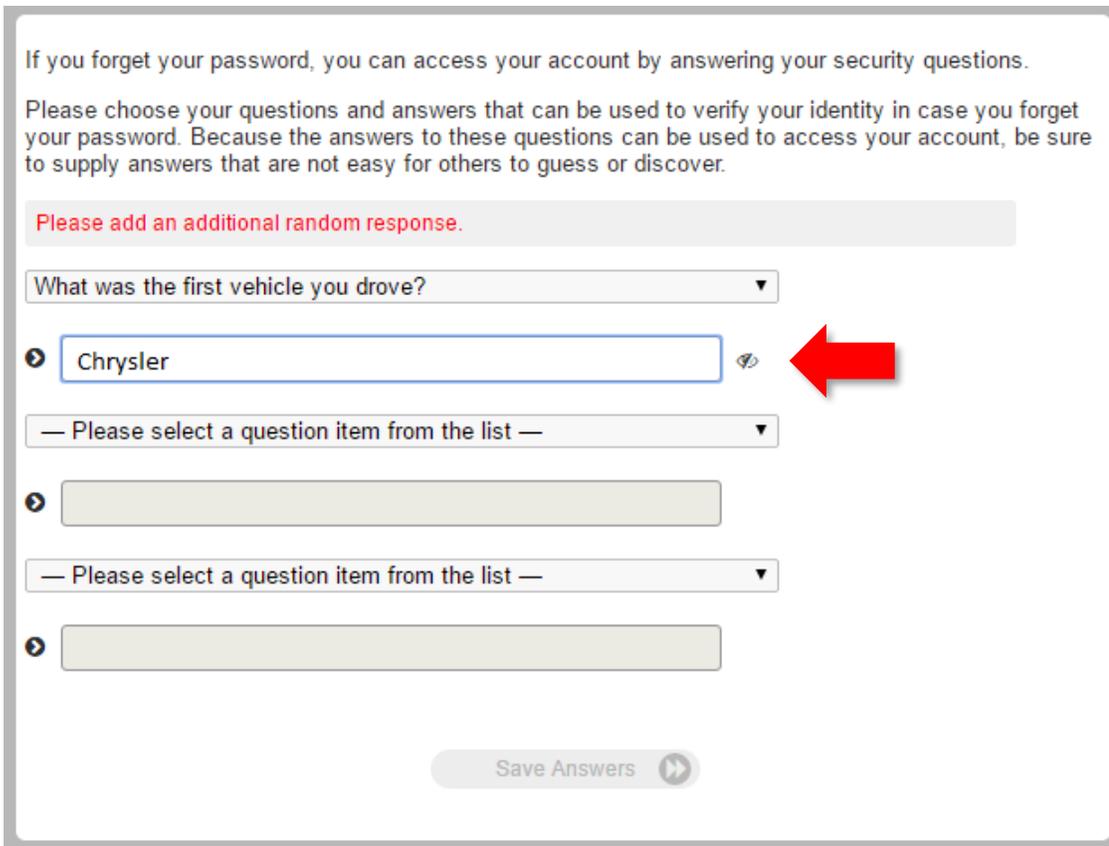


— Please select a question item from the list —

— Please select a question item from the list —

- Name of the hospital where you were born?
- What was the first vehicle you drove?
- What city were you born in?
- What is your mother's first name?
- What was your first pet's name?
- What is your most memorable childhood street name?

Answer each question in the field provided beneath. Note you can unmask the field information by clicking the show/hide (eyeball) button:



If you forget your password, you can access your account by answering your security questions.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please add an additional random response.

What was the first vehicle you drove?

Chrysler

— Please select a question item from the list —

— Please select a question item from the list —

Save Answers

A red arrow points to the show/hide (eyeball) button next to the answer field.

Next, you'll see an example of what the screen will look like when finished:

If you forget your password, you can access your account by answering your security questions.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Your answers meet the requirements. Click Save Answers when ready.

What was the first vehicle you drove? ▼

•••••

What was your first pet's name? ▼

•••••

What city were you born in? ▼

••••••••••

Save Answers ▶▶

Click **“Save Answers”** as shown above to continue. A *Thank You* message appears:

Thank you. Your security questions and answers have been successfully saved. If you ever forget your password, you can use the answers to these questions to reset your password.

Continue ▶▶

Clicking **“Continue”** produces a dialog box that allows you to go back and change your password, or reset the security questions you’ve set up:

🔍 Change Password

Change your current password.

☰ Setup Security Questions

Setup your forgotten password security questions and answers. These challenge answers will allow you to recover your password if you forget it.

Once you have reached this dialog box, you will have completed the process of claiming your NDUS account, specifying your password and setting up security questions for accessing your NetIQ account.