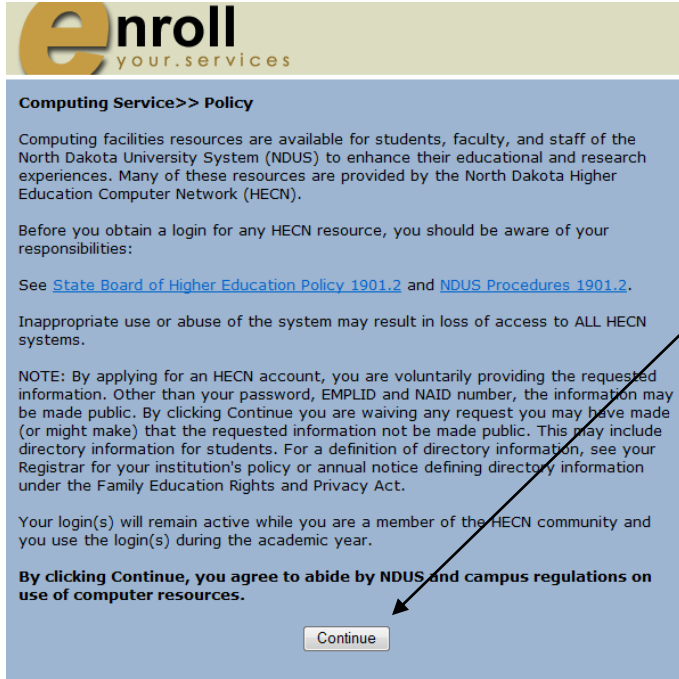


# BSC Employee Email Account Activation

For BSC Employees: To activate your BSC email account follow the instructions below.

1. Go to <http://enroll.nodak.edu>
2. A window will open that says "Enroll Your Services". Read through and click "Continue".



**enroll**  
your.services

**Computing Service >> Policy**

Computing facilities resources are available for students, faculty, and staff of the North Dakota University System (NDUS) to enhance their educational and research experiences. Many of these resources are provided by the North Dakota Higher Education Computer Network (HECN).

Before you obtain a login for any HECN resource, you should be aware of your responsibilities:

See [State Board of Higher Education Policy 1901.2](#) and [NDUS Procedures 1901.2](#).

Inappropriate use or abuse of the system may result in loss of access to ALL HECN systems.

NOTE: By applying for an HECN account, you are voluntarily providing the requested information. Other than your password, EMPLID and NAID number, the information may be made public. By clicking Continue you are waiving any request you may have made (or might make) that the requested information not be made public. This may include directory information for students. For a definition of directory information, see your Registrar for your institution's policy or annual notice defining directory information under the Family Education Rights and Privacy Act.

Your login(s) will remain active while you are a member of the HECN community and you use the login(s) during the academic year.

**By clicking Continue, you agree to abide by NDUS and campus regulations on use of computer resources.**

Continue

3. Use the bottom portion of the screen which states "I do not know my Electronic ID or password". Enter your last name and your Emplid (your seven digit Employee ID number you received from Human Resources). Then click "Continue".



**enroll**  
your.services

**Login**

Enter your Electronic ID and password.

Electronic ID:

Password:

Continue

Your Electronic ID is the text to the left of the @ in your university email address. Your Electronic ID may have a firstname.lastname format.

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**I do not know my Electronic ID or password.**

Enter the following information.

Last Name:

Emplid:

Continue

4. Enter your default password: Then click "Continue".
  - Your default password is a XxxSSYYYY format:
  - Xxx are the first three letters of your birth month with the first letter capitalized.
  - SS are the middle two digits in your Social Security number.
  - YYYY is the four digits of your birth year.
  - If your birthday is 11/3/1983 and your Social Security Number is 111-22-3333, your password would be Nov221983.



**enroll**  
your.services

**Enter your password.**

Your password:

Your initial password is XxxSSYYYY  
Xxx = first three letters of your birth month  
(first letter is capitalized)  
SS = middle two numbers of your Social Security number  
YYYY = your birth year

If your birthday were August 28, 1983  
and your Social Security number were 11-22-3333,  
your initial password would be Aug221983

You will be asked to change your password on the next page.

5. The HECN Policy Review comes up. Read the Acceptable Use Policy and click on "Continue". Take the policy "Quiz", then click "Continue".
6. You will be asked to change your password. The old password is the default password you entered in step 4 above. Make sure to use a combination of numbers, upper and lower case letters, and/or special characters in your new password (must be at least 8 characters in length).
7. On the next screen you will be prompted to enter a password hint question with your answer, or select one of the questions and type in your answer. This will be used if you ever forget your password. After you have selected the question and typed your answer, click "Save".
8. The next screen will tell you what your email address is. It will usually be your Firstname.Lastname@bsc.nodak.edu, or it may also include your middle initial (ex: John.Doe, John.M.Doe). Use your Electronic ID and password to access your BSC email account. Note: Your Electronic ID is the Firstname.Lastname portion of your email account (whatever is before the @ sign). Do not type in the "@bsc.nodak.edu" portion.

Note: You can read your BSC email on the web at <https://webmail.bsc.nodak.edu/>. If you are using a BSC issued computer, you will normally use Microsoft Outlook to read your email. The Help Desk will first need to configure your Microsoft Outlook before you will be able to use it to read your email. If you have questions please call the Help Desk at (701) 224-5442.