

Thank you for enrolling at Lake Region State College (**LRSC**). This information is for new and returning students.

Follow the instructions on how to Claim North Dakota University System (**NDUS**), access LRSC email account, Campus Connection, and more. Please read NDUS DUO Multi-factor authentication information.

Student NDUS EMPLID: provided in an LRSC email or from your high school

NDUS email: firstname.lastname@ndus.edu provided in email or from your high school

NOTE: Common names might include a middle initial, name, or a digit.

(Only use official LRSC email address to communicate with LRSC faculty and staff)

First step, Claim NDUS Account: (**NOTE: all passwords are case sensitive**)

Skip this step if you have previously claimed your NDUS Account and enrolled at LRSC or another NDUS campus. Do not attempt to claim NDUS Account again.

www.lrsc.edu > Student Life > Resources > Computer Help Center > Under Your NDUS Account, choose 'Click here for the following NDUS Account information.' Scroll down to 'NDUS Account'

1. Claim My Account
2. Watch the short video and click on 'Claim your NDUS Account'
3. Fill in EMPLID and Birthdate (EMPLID is included in this email or from your school)
4. Complete the Acceptable Use Quiz.
5. Follow the on-screen instructions.

Computer/Technical Assistance - Need help, can't login, or forgot password?

Lake Region State College Computer Help Center

<https://www.lrsc.edu> > Student Life > Resources > Computer Help Center

701-662-1596 (available 24/7)

Email: lrsc.helpdesk@lrsc.edu

Second step, NDUS DUO Multi-factor authentication

www.lrsc.edu > Student Life > Resources > Computer Help Center > scroll down to 'DUO Login'

See attached NDUS DUO Rollout document to setup your authentication.

This additional layer of security is to help decrease identity theft and reduce the amount of spam and phishing attempts being sent in email. If you do not want to use DUO on your phone to authenticate, the LRSC Bookstore does have security token key fobs that will generate a code to allow you to authenticate.

You can enroll in DUO two-factor authentication for the North Dakota University System now. Go to <https://2fa.ndus.edu/> to sign up your device and better protect your information. For more information, contact the Lake Region State College Help Desk at lrsc.helpdesk@lrsc.edu or 701-662-1596.

LRSC Email

Access to campus email requires dual authentication.

www.lrsc.edu > Student Life > Student Portal > Campus Email

Sign into email using your:

User ID: firstname.lastname@ndus.edu **NOTE: this login requires the extension, @ndus.edu**

Password: same password as when you claimed your NDUS account

Lake Region State College uses Microsoft Office 365 as part of NDUS for our email solutions.

Using Office 365 Suite for FREE, through your email. After logging in to your email, click Install Office (upper right-hand corner) to install Office 365 Suite on your computer, or use the online versions.

Textbook

www.lrsc.edu > Student Life > Resources > Bookstore & Royal Java > scroll down click on 'Current Students' choose 'Order or Print Book List.'. Under the Textbooks drop-down menu, CLICK on *Order Textbooks* and search by Term, Course, Department, and Course-Section-Instructor.

Note: Some courses offer a cost-saving eBook called **Inclusive Access**. This is an online textbook which is automatically uploaded into your course. No action is required. Your student account will be accessed the fee for the material unless you "opt out." If you choose to "opt out" of Inclusive Access, textbooks will need to be purchased separately. If you accidentally "opt out", please contact LRSC Bookstore at 701-662-1538. For more information, see the [LRSC Bookstore Website](#). CLASS (COURSE #) INSTRUCTOR - Provided in and LRSC email or from your high school.

Online Course and/or Face-to-Face course using Blackboard (Bb)

Access to Blackboard (Bb) use one of two paths: online.lrsc.edu or

www.lrsc.edu > Student Life > Student Portal > Blackboard

UserID: firstname.lastname **NOTE: Common names might include a middle initial, name, or a digit)**

Password: same password as when you claimed your NDUS account

Your course will appear in Blackboard (Bb) on the first day of class. However, some instructors might choose to open the course prior to the first day of class.

16-week (Reg.) Aug. 25-Dec. 19 | Early 8-week (8W1) Aug. 26-Oct. 17 | Late 8-week (8W2) Oct. 27-Dec. 19

Campus Connection

Access to Campus Connection requires dual authentication.

www.lrsc.edu > Student Life > Student Portal > Campus Connection

UserID: firstname.lastname **NOTE: Common names might include a middle initial, name, or a digit)**

Password: same password as when you claimed your NDUS account

Go to Student Homepage >

- **Financial Account Tile**
 - View your tuition/fee charges.
 - **Tuition** is due 12 days after the semester begins. Tuition can be paid in person, via phone, mail or through Campus Connection.
 - Click on **View 1098-T** Tuition Statement (for tax purposes)
- **Academic Records**
 - Click on View Grades, click on appropriate term
 - Mid-term and final grades can be viewed here
 - Click on **View Unofficial Transcript**
 - Click on **Official Transcript Request**

Drop a Course

If you need to **drop** your course(s) at any time during the semester, you **must** notify your high school and Lake Region State College via email to Colden Hutton colden.hutton@lrsc.edu as soon as possible.