

## Dakota College at Bottineau

### Claim Your NDUS User Account

Dakota College at Bottineau is part of the North Dakota University System (NDUS). Every student is assigned an EMPLID (Student ID) number. Before you can access your DCB e-mail, Blackboard and Campus Connection, you'll need to find your EMPLID number and claim your account. When you claim your account, you'll be assigned a username and password. Follow the steps below:

1. Find Your NDUS EMPLID (Student ID) Number one of two ways:
  - All students will receive an email, to the email they provided, from Stacy Allard containing their EMPLID.
  - If you entered your Social Security Number when completing the online application, you can find your EMPLID by clicking on "What is my EMPLID?" on the [helpdesk.ndus.edu/ndusaccount](http://helpdesk.ndus.edu/ndusaccount) webpage. You'll also need to enter your birth date.
2. Claim Your NDUS Account
  - Go to [helpdesk.ndus.edu/ndusaccount](http://helpdesk.ndus.edu/ndusaccount)
  - Click on "Claim an NDUS Account."
  - Watch the short video
  - Enter your EMPLID, birth date and then take the 12-question quiz.
  - You'll be assigned a username and can create a password.

#### **DCB E-mail**

All students receive a DCB e-mail address. You can access your e-mail by going to [www.dakotacollege.edu](http://www.dakotacollege.edu) and click on the "Email" drop down menu and clicking "Office 365 Email" at the top of the page.

#### **Blackboard**

All DCB online classes utilize Blackboard. Some of the ITV classes also utilize Blackboard. Blackboard is a Learning Management System that holds the content of the courses. To login to Blackboard, go to [www.dakotacollege.edu](http://www.dakotacollege.edu) and click on "DCB Online" at the top of the page. Click on the "Blackboard Login" button on the new page.

#### **Campus Connection**

Campus Connection allows you to pay your bills, view your grades, view unofficial transcripts, and more. You can login to Campus Connection by going to [www.dakotacollege.edu](http://www.dakotacollege.edu) and click on "Campus Connection" at the top of the page.