OBTAIN USERID AND PASSWORD

1. Go to the VCSU website: [http://www.vcsu.edu](http://www.vcsu.edu)
2. Click on CampusConnection
3. Click on What is My UserID?
4. Complete all of the fields indicated
5. Click [Submit](javascript:submitForm())
6. If there is no match found, contact NDUS Help Desk as stated
7. If match is found, UserID will be indicated
8. Now click [Forgot My Password](javascript:goToForgotPassword()) link on the left hand menu
9. Enter UserID number
10. Click [Continue](javascript:continueForm())
11. Answer the question as directed
12. If successful, you will receive a message that tells you to go to a certain email address
13. Go to the email indicated to obtain new password

**Note:**
After signing in using your new password, be sure to go to My System Profile on the left hand menu to change your password to something you will remember.