

## Next Steps for Newly Admitted Graduate Students

### Campus-Wide ID Number

Your Campus Wide ID number (CWID) will be used for various things, such as registering for classes, paying your myNSU bill, using your meal plan, and many other things. To locate your CWID, please click [here](#). You may also find this number in the top corner of your Admissions letter, but if not, please use the above link.

### myNSU

MyNSU is the system you can use to register for classes, accept financial aid, pay your bill, and more! If you were a previous student at NSU and are unable to access your account, please contact the student helpdesk at 319-357-6696 to reset your account.

To access myNSU, please follow the steps below:

1. Go to the NSU home page, [nsula.edu](http://nsula.edu), and click on the myNSU icon at the top of the page.
2. Once in the portal, choose sign in. For first time users, please use the below instructions.
  - First time user: Your login is: first initial + up to 13 characters of last name + last 6 digits of Campus Wide ID followed by “@nsula.edu”
  - Example: vdemon456789@nsula.edu - Victor Demon with CWID 123456789  
Your initial password: Demons + six digit date of birth - Example: Demons120184
  - If you need additional assistance, please contact the student help desk at 318-357-6696 or [sos@nsula.edu](mailto:sos@nsula.edu).

### Registering for Classes

- To register for classes, you must first contact an academic advisor. You can go to this page to find your advisor: <https://www.nsula.edu/graduateschool/graduate-advisors/>
- After contacting an academic advisor, you can register for your courses through MyNSU using the instructions below.
- Click on “Quick Links Menu,” then choose “Registration.”
- After choosing registration, be sure you are registering for the correct term. Once the correct term is chosen, click submit.
- If your advisor gave you the 5-digit CRNs (ex: 10125), you can type those below and choose “submit changes”.
- If you do not have the CRN number, you must scroll to the bottom, choose “Look Up Classes,” and select the term you would like to register.
- You may register by choosing a subject, or you can choose “Advanced Search.”

Example for Advanced Search

- Subject: ENGL

- Course Number: 1010
- Campus: Internet (I) or Natchitoches (N), Shreveport (S), Alexandria (A), Leesville/Ft. Polk (L)
- Part of Term: Full Term – 16 weeks, 1st 8 weeks (A-term), 2nd 8 weeks (B-term)

Available courses will have an open box. To register, simply click in the box and select register at the bottom of the page. Repeat this for additional courses.

Before choosing classes, be sure to confirm the DAYS and TIMES of your classes.

M – Monday, T – Tuesday, W – Wednesday, R – Thursday, F – Friday

When you are finished, select “Return to Menu” and “Concise Student Schedule” to verify your schedule.

It will take up to 24 hours for your registered courses to appear on your MyNSU dashboard. These classes will be available to you 2 days before classes begin. These can be accessed by choosing “Moodle/my Courses” on the MyNSU homepage.

For information on how to access MyNSU, please visit this link:

<https://documentproviderviewer.nsula.edu/?id=15938>

### **Email/Microsoft**

Your myNSU email will be connected to a Microsoft Outlook account. You can access your email 24 hours after registering for classes. You will see an “Office 365/Email” tab, which will direct you to your email.

As an NSU student, you will also have access to a Microsoft package. When using Microsoft applications, you will log in with your NSU email and password.

### **Paying Your Bill**

To pay your student bill, you can go to the “Quick Links Menu” and choose “View/Pay Student Bill”.

This will direct you to a secure website where you can pay your balance. You can also pay through mail, in-person, or through Flywire for foreign payments.

For more information on payment types and installments, please visit the Student Accounting and Cashiering Website: <https://www.nsula.edu/student-accounting-cashiering/>

### **Moodle Resources**

Northwestern State University uses Moodle as its learning management system. This platform is designed to provide educators, administrators, and learners with a secure and

integrated system to deliver online courses. For assistance navigating Moodle courses, click [here](#).

### **Housing**

If you are planning to attend on-campus in Natchitoches, you can find more information about campus housing here: <https://www.nsula.edu/campushousing/>

### **Meal Plans**

For meal plans, you can visit our Sodexo website to choose the right plan for you: <https://nsuladining.sodexomyway.com/my-meal-plan>

### **Student ID**

To access your meal plan, you will need your student ID. You can grab this on the third floor of the Student Services Center in the One Card office.

### **Parking**

If you plan to live on campus or commute, you will need to have an NSU Parking Tag. These can be picked up at our University Police station after completing the Vehicle Registration Form on myNSU.