Our records indicate that you have registered for one or more online courses. Welcome to the distance education program at MSU-Northern!

A Desire2Learn (D2L) account has been established for you at MSU-N. Although you won’t be able to log into your course until seven days prior to the start of the course, it is critical that you access your D2L account for course-related materials before the first day of class. Log on to view the syllabus and become acquainted with D2L. Instructors may still be making changes to the course up until the day the course starts or may not respond or have assignments ready for you until that day. If you have added the course late and are receiving this information after the first day of the course, you should access this account as soon as possible!

Face-to-face orientation sessions will be offered. To view these dates and for additional online learning resources, please visit our web pages:
http://www.msun.edu/distance/online.html
http://www.msun.edu/distance/index.htm

Becoming an online learner takes initiative, self-discipline and requires you to read through materials that would be discussed out loud in either a classroom or study group discussion in an on campus course. Learning to navigate the online learning environment and learning to use the tools in a D2L virtual classroom will be your first challenges as a new online student.

Unless otherwise directed by the instructor, all official course-related electronic correspondence will only use D2L accounts. Some instructors may have their own communication requirements or may ask you to e-mail them personally to set up contact. Your access to the virtual learning community at MSU-N depends upon regular communication and accessing this D2L account frequently.

LOGGING IN:

I. Your Desire2Learn (D2L) Username and Password will be identical to your G-Mail Username (MSU NetID) and Password. If you already know these, you can go directly to https://msunonline.org and log in. A link to Desire2Learn is also available from MSU-Northern’s homepage (www.msun.edu) in the “Navigate Northern” pick list on the upper right of the page. If you do not know your G-Mail Username (MSU NetID) and Password, you can retrieve them as follows.

II. Go to https://www3.montana.edu/myprofile-hv/ and fill in the three fields: last name, Student ID Number (eight digits starting with a dash; note that your Social Security Number will not work as your Student ID Number in this field), and Banner Web – My Info PIN. In order to use this password reset page, you MUST know your Student ID Number and Banner Web – My Info PIN. If you do not know your Student ID Number and/or PIN, skip to section III below.

   a. After filling in the three fields, click “Continue.” On the next page, you will see “Set a New Password” at the top of the page. Please take note of your NetID, which is a string of letters and numbers seven characters long. This is BOTH your Net ID (G-Mail) AND your D2L Username. We recommend that you memorize this string, as security experts advise against writing down Usernames and Passwords.

   b. Click the checkbox next to "NetID," then create a new password for your NetID. The following password rules apply: must be at least 8 but no more than 20 characters in length; must include a letter (case sensitive) and a number; must include at least one special character (for example $,*,%,@,#, &); and cannot contain your name or username. This will be your NetID password, which you will use for your Desire2Learn password as well. Re-enter your password for verification, and click "Submit."

   c. After you have successfully changed your password, be sure to completely log out and close your browser before attempting to log into Desire2Learn.

   d. Open a new browser window, go to https://msunonline.org, and log in using your Net ID as your Username and the Password you just created.
III. If you do not know your Student ID Number and/or PIN Number, they can be accessed/reset from your Banner Web – My Info account. Go to MSU-Northern’s homepage (www.msun.edu) and in the “Navigate Northern” pick list on the upper right of the page select Banner Web – My Info.

a. Click on the “Enter Secure Area” link. On the User Login page, enter your Student ID Number (including the preceding dash). If you do not know your Student ID Number, try using your Social Security Number (without dashes) as your User ID. Please note that your Student ID and Social Security Number are not the same number, but your SSN will work to log in to Banner Web – My Info.

b. If this is the first time you have ever logged into the MyInfo system, your initial PIN will be set as your date of birth with a format of ddmommyyyyy. For example, if your birthday is January 1, 1970, your initial PIN will be 01jan1970. Be sure to enter your month of birth in lowercase. If you have logged into MyInfo previously but have forgotten your PIN, skip to subsection e below.

c. After entering your User ID and PIN, if you receive a message indicating “Your PIN has expired,” please re-enter your initial PIN (i.e., your date of birth) in the “Old PIN” box and then create a new PIN, which must be between 8 and 15 characters long and contain at least one letter and one number. Please memorize your PIN, as security experts advise against writing down Usernames and Passwords. You should next be asked to create two security questions in case you forget your PIN. Please create two security questions and answers.

d. Once you are in the secure area of MyInfo, click on the “View MSU Generated ID” link to retrieve your Student ID Number. Please memorize your Student ID Number. Skip to subsection f below.

e. If you have logged into MyInfo previously but have forgotten your PIN, please enter your User ID and select the “Forgot PIN” button. Answer your security questions correctly, and you will receive a message indicating “Your PIN has expired.” Create a new PIN, which must be between 8 and 15 characters long and contain at least one letter and one number. Re-enter the new PIN for verification. Please memorize your new PIN, as security experts advise against writing down Usernames and Passwords.

f. Log out of MyInfo. Remember to click “Exit” and to completely close your browser window.

g. Open a new browser window, and go back to Section II above.

NOTE: Your account will not have course access until approximately seven days before classes begin. If you attempt to log in to Banner Web – My Info, please contact either the ITS Help Desk at 406-265-3765 (1-800-662-6132, extension 3765) or the Registrar’s Office at 406-265-3703 (1-800-662-6132, extension 3703).

If you are having difficulty logging in to Banner Web – My Info, please contact either the ITS Help Desk at 406-265-3765 (1-800-662-6132, extension 3765) or the Registrar’s Office at 406-265-3703 (1-800-662-6132, extension 3703).

If you are having difficulty using the Password Reset Page, please contact either the ITS Help Desk at 406-265-3765 (1-800-662-6132, extension 3765) or Randy Bachmeier at 406-265-4152 (1-800-662-6132, extension 4152), or e-mail rbachmeier@msun.edu.

If you have been locked out of your Desire2Learn account, or if after logging in you have any questions or need assistance with the D2L system, please contact Randy Bachmeier at 406-265-4152 (1-800-662-6132, extension 4152), or e-mail rbachmeier@msun.edu.

WHERE TO GO NEXT:

After logging in to D2L, click on the “Student Guides/Tutorials” link in the “News/Welcome” widget. This will take you to Extended University’s “Online Courses” page, where you will find a variety of D2L and MSU-N resources for you to refer to as questions arise. This page is a great resource with information and tips that will assist you to become a successful online learner. D2L resources under the “Learn How” heading include a “Quick Start” guide for each of the tools in D2L. These documents provide important information about navigating in D2L, setting your preferences, and using the various tools on the Extended University homepage. You will also find links to a variety of MSU-N resources, such as fee information, a campus directory, forms, course listings, and links to online library and bookstore resources. Back on your D2L “My Home” page, be sure to also look for the “Virtual Campus” and “MSU-Northern Calendar” widgets. The “Virtual Campus” widget provides a pick list with links to online resources for all of the key MSU-N offices, such as Financial Aid and the Registrar’s Office. Watch the “MSU-Northern Calendar” widget for links relating to important dates/events, such as the last day to pay fees and the last days to drop or add courses. Links to each of your courses will be listed in the “My Courses” widget. Note that while a link will be provided for each course for which you are registered, including any on-campus courses, some faculty may not be using the D2L system for their traditional on campus course offerings.