MONTANA STATE UNIVERSITY NORTHERN

Logging into Brightspace

You'll use your NetID to access Brightspace, campus computers, Office365, MyInfo, and other campus systems. MSU security policies require all students, staff, and faculty to reset their NetID Passwords every six months.

Your NetID: _____
(*looks something like a12b345*)

NetID Password: _____

Memorize these, or write them down and keep in a safe place.

Setting up your NetID and password for the first time

1. In a web browser, go to **https://www3.montana.edu/netidclaim/** .
2. Type in your MSU ID. (Looks like -12345678, it can be found on your Student ID card, don't forget the dash.)
Don't know it? Click "I don't know my MSU ID," then enter your last name, the last 4 digits of your SSN, and D.O. Birth.
3. Write down your NetID.
4. Click the "Self-Service Password Portal" link.
5. Set up your authentication challenge questions.
6. Double-check your listed email, or add an alternate email address.
7. Register your cell phone as an authetication method (this is optional) or click "Skip."
8. Click on "Go to Reset Tool," enter your NetID, then choose an authentication method to verify your identity.
9. Set up your NetID Password, and write it down or memorize it.

Getting started in Brightspace

1. In a web browser, go to msun.edu. Click on the "Current Students" link, then click on the "Brightspace" link.
2. Type in your NetID and NetID Password, and click "Login."
3. Click on the "Brightspace Orientation" self-guided orientation course before getting started with your courses.
4. Contact Jason or Brittany if you aren't enrolled in "Brightspace Orientation."

Resetting your NetID password (every six months)

1. In a web browser, go to msun.edu. Click on the "Current Students" link, then click on the "Brightspace" link.
2. Click the "Forgot Password?" link, then click on the "Password Portal" link.
3. Click on "Go to Reset Tool," enter your NetID, then choose an authentication method to verify your identity.
4. Enter a new NetID Password, and write it down or memorize it.
5. Now you can return to the Brightspace login page, and log in using your NetID and NetID Password.

For help with Brightspace, contact the Office of Teaching & Learning Excellence

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