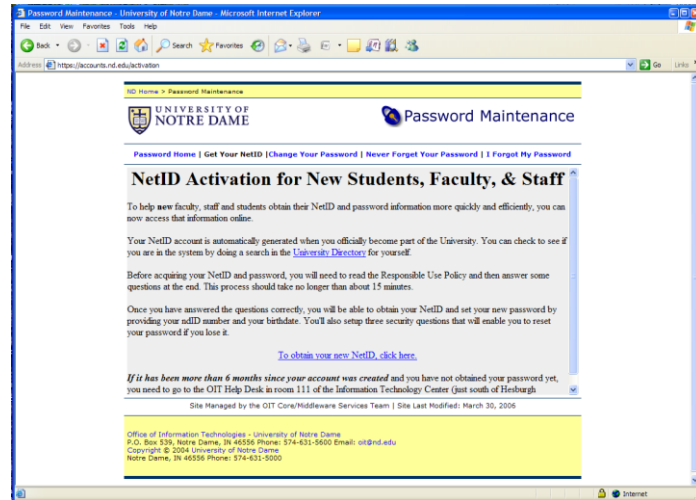


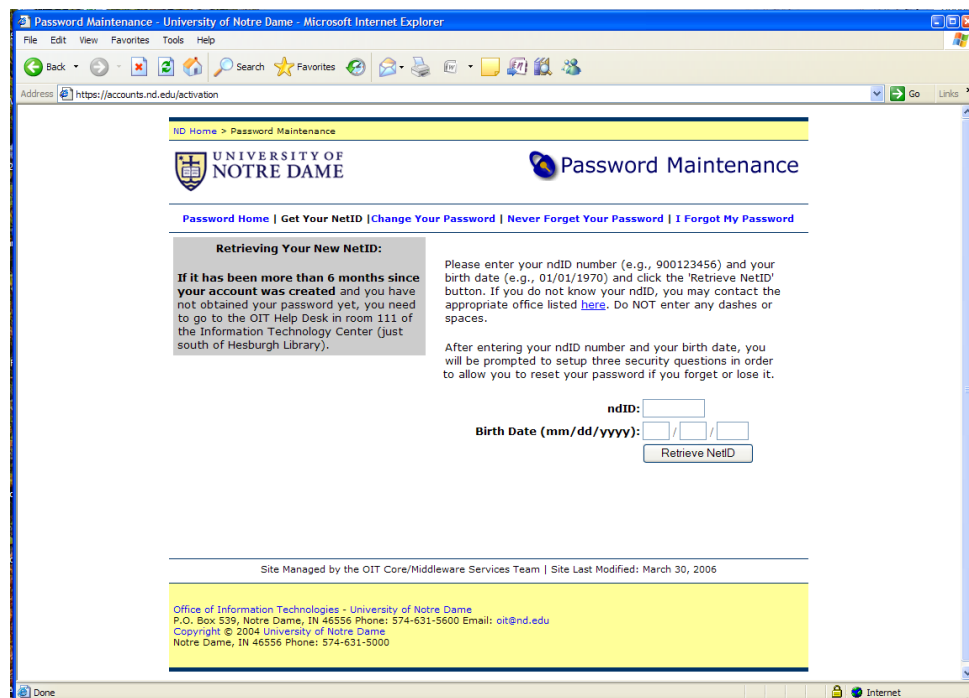
Securing Student Roster Password

The on-line Alumni Club Scholarship Roster, which you use to award your Alumni Club Scholarship dollars, contains confidential admission and financial aid information. The University is committed to protecting this confidential information and has developed a secure means for you to logon to the Roster. In order to gain access to your Alumni Club Scholarship Roster you will need to establish a password by following the directions below.

- Go to <http://oit.nd.edu/netid>



- Click on “To Obtain Your New NetID, click here.”
- Review the regulations and click “I understand and accept my responsibilities” at the bottom.
- Take the nine-question quiz confirming your understanding of our OIT regulations.
- Next, follow the on-screen instructions to secure your NetID and password. You will need your ndID and your birth date. *If you need a copy of your ndID, please contact Gwen Troupe, Scholarship Assistant, at ndclubfa@nd.edu.*

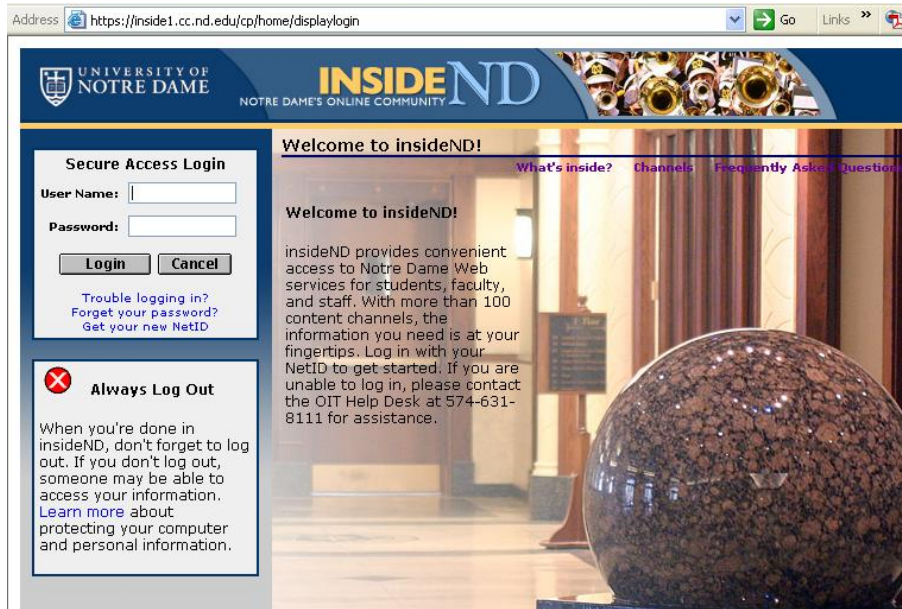


- Enter your ndID and birth date and click “Retrieve NetID.”

- Next you are prompted to select three questions and answers to help you retrieve your password should you forget it. Answers are case sensitive.
- You will then be given your NetID (ex. *the NetID for John Doe is jdoe*). Please retain a copy of your NetID for future use. It will be your “User Name” in one of the steps below.
- Next, follow the directions in setting up a strong, secure password. Passwords should NOT contain any special characters, spaces or symbols. It should be limited to upper and lower case letters and numbers -- and must be at least 8 characters.

Congratulations! You may now use your new NetID and password to logon to the Student Roster at <http://nd.edu/~ndclubfa>

Click on the link “Student Roster” which will first open insideND:



- Enter your User Name (also known as your NetID...example jdoe for John Doe) and your password.

- On insideND, click on the **Quick Links** “Alumni Club Scholarship Roster”



You are now logged into the Alumni Club Scholarship Roster! To access the Roster in the future, simply go to nd.edu/~ndclubfa and click on “Student Roster.”

The 09/10 Alumni Club Scholarship Roster will be available for your review on Monday, March 30, 2009.