

Securing Student Roster Password

The on-line club scholarship roster, which you use to award your 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 club scholarship roster you will need to establish a password by following the directions below.

- Go to <https://accounts.nd.edu/activation>
- Click on "To obtain your new NetID, click here."
- Review "Responsible Use of Information Technologies at Notre Dame" and click "I understand and accept my responsibilities" at the bottom.
- Take the nine-question quiz confirming your understanding of "Responsible Use of Information Technologies at Notre Dame".

ND Home > Password Maintenance

UNIVERSITY OF NOTRE DAME Password Maintenance

Password Home | Get Your NetID | Change Your Password | Never Forget Your Password | I Forgot My Password

NetID Activation for New Students, Faculty, & Staff

To help new faculty, staff and students obtain their NetID and password information more quickly and efficiently, you can now access that information online.

Your NetID account is automatically generated when you officially become part of the University. You can check to see if you are in the system by doing a search in the [University Directory](#) for yourself.

Before acquiring your NetID and password, you will need to read the Responsible Use Policy and then answer some questions at the end. This process should take no longer than about 15 minutes.

Once you have answered the questions correctly, you will be able to obtain your NetID and set your new password by providing your ndID number and your birthdate. You'll also setup three security questions that will enable you to reset your password if you lose it.

[To obtain your new NetID, click here.](#)

If it has been more than 6 months since your account was created and you have not obtained your password yet, you need to go to the OIT Help Desk in room 128 of DeBartolo Hall.

If you are an incoming graduate student and you encounter problems activating your NetID, please contact Rae Zavor in Graduate Admissions at rzavor@nd.edu or (574) 631-4695 to verify that your account has been created and is ready for activation.

Site Managed by the OIT Core/Middleware Services Team | Site Last Modified: May 12, 2009

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- 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."

ND Home > Password Maintenance

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Retrieving Your New NetID:

If it has been more than 6 months since your account was created and you have not obtained your password yet, you need to go to the OIT Help Desk in room 128 of DeBartolo Hall.

Please enter your ndID number (e.g., 900123456) and your birth date (e.g., 01/01/1970) and click the 'Retrieve NetID' button. If you do not know your ndID, you may contact the appropriate office listed [here](#). Do NOT enter any dashes or spaces.

After entering your ndID number and your birth date, you will be prompted to setup three security questions in order to allow you to reset your password if you forget or lose it.

ndID:

Birth Date (mm/dd/yyyy): / /

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- 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 “*Username*” 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.

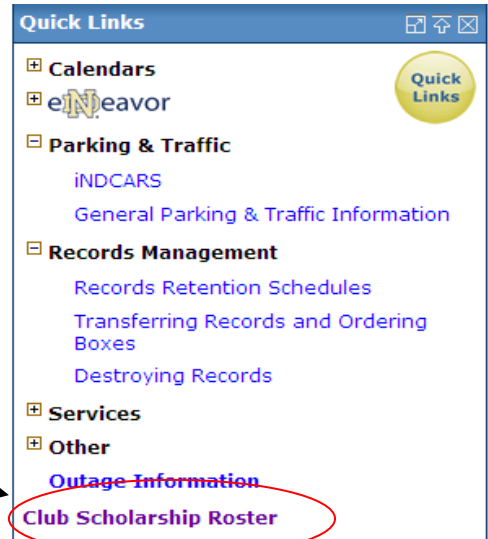
Congratulations! You may now use your new *NetID* and *Password* to logon to the Student Roster at <http://nd.edu/~ndclubfa>

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



- Enter your *Username* (also known as your *NetID*...e.g. *jdoe* for John Doe) and your *Password*.

- On the “*Home*” tab of insideND, click on “*Club Scholarship Roster*” under the **Quick Links** Channel.



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

The 2012/2013 club scholarship roster will be available for your review on Monday, April 2, 2012.