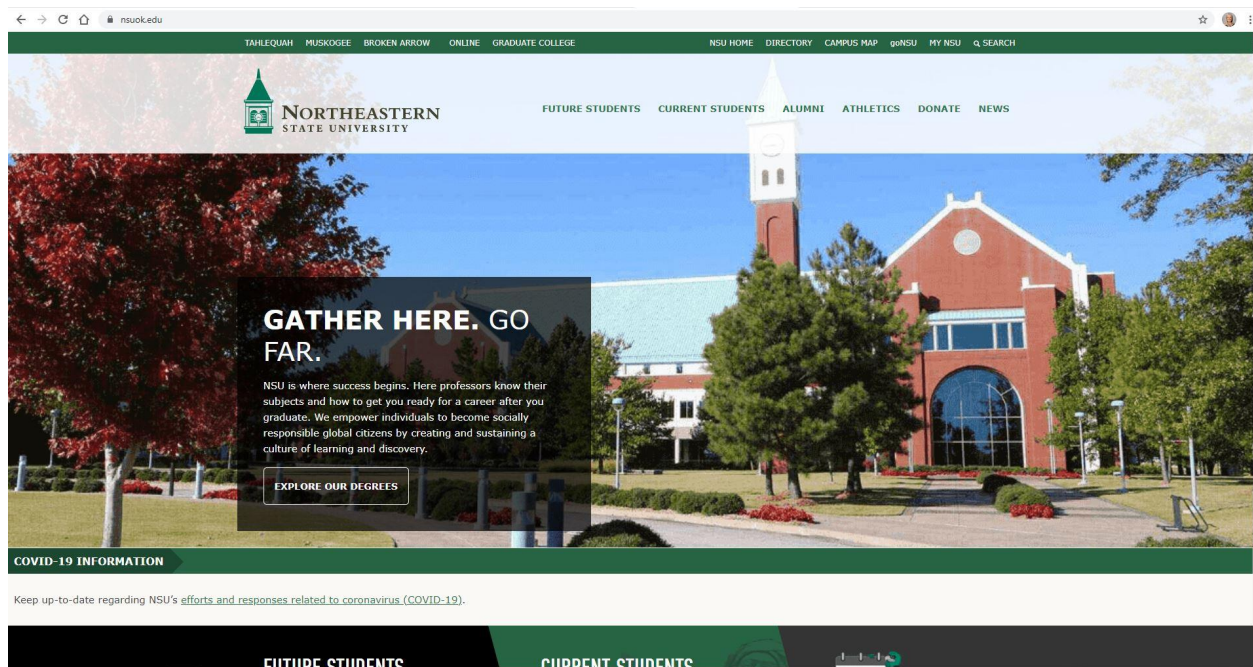


How to obtain your NSU ID and Password:

To begin, go to our webpage <https://www.nsuok.edu/>



In the upper right-hand corner you should see a “tab” that says [MyNSU](#). Here you will find different links from your goNSU account, Greenmail (gmail), Blackboard, etc. In order to set up your NSU accounts you will need to click on [Password Manager](#).

goNSU

Self service tools for students and employees such as personal information, account balance and payment, enrollment, financial aid, grades, holds, time reporting and approval and more

BLACKBOARD

Online classroom

COURSE SCHEDULES

Browse the course schedule and semester information about payment and enrollment; academic and financial aid calendars; tuition and fees; dates for classes meeting one day a week; final exam schedule

VIRTUAL PRIVATE NETWORK

Off-campus and Wi-Fi: NSU-Guest access to NSU's network

GREENMAIL

Access your NSU email, calendars, spreadsheets, word processor, presentation software and more

COURSE CATALOG

Current and past undergraduate and graduate catalogs

DEGREE WORKS - DEGREE AUDIT

Your progress towards degree completion

PASSWORD MANAGER

Reset your NSU password



NORTHEASTERN
STATE UNIVERSITY


Password Manager

Using this form, you may set or reset your NSU password and view your Username for all* NSU systems.

Repeated, failed, login attempts with your NSU Username and Password will result in a temporary, lockout period. Please contact the NSU IT Service Desk by emailing help@nsuok.edu or calling 918-444-5678, if you continue to have difficulty.

Please enter your information below

To begin, please enter your Banner ID, your birthdate (in MMDDYY format), your last name, and click the box next to "I'm not a robot" below.

Banner ID:	<input type="text" value="N00012345"/>
Birthdate:	<input type="text" value="MMDDYY"/>
Last Name:	<input type="text" value="Smith"/>
	<input type="checkbox"/> I'm not a robot
	 reCAPTCHA
	Privacy - Terms

Next >

If you experience any problems using this application, please contact the IT Service Desk at campus extension 5678, or send an email to help@nsuok.edu.

Here you will see the **Password Manager screen**, you will need to enter your Banner ID (otherwise known as N#), birthdate, and Last Name. Follow the prompts in order to set up your NSU password.

If you face issues setting up your password please contact the IT service desk at help@nsuok.edu

Once you have set up your password and gotten your username, please navigate back to the [MyNSU](#) tab on the [NSU homepage](#). Here you will need to use the [Greenmail](#) link.

- ***It's very important you use your NSU email as all OFFICAL correspondence goes to this email.***

Please use your **Greenmail** account to get in contact with your advisor (*this can be found on your acceptance letter*) in order to sign your degree plan, speak about classes, and etc.

If you know what courses to take, please use the following steps to access your [GoNSU account](#) and enroll in courses

How to get to goNSU:

To begin, go to the NSU website at the following link:

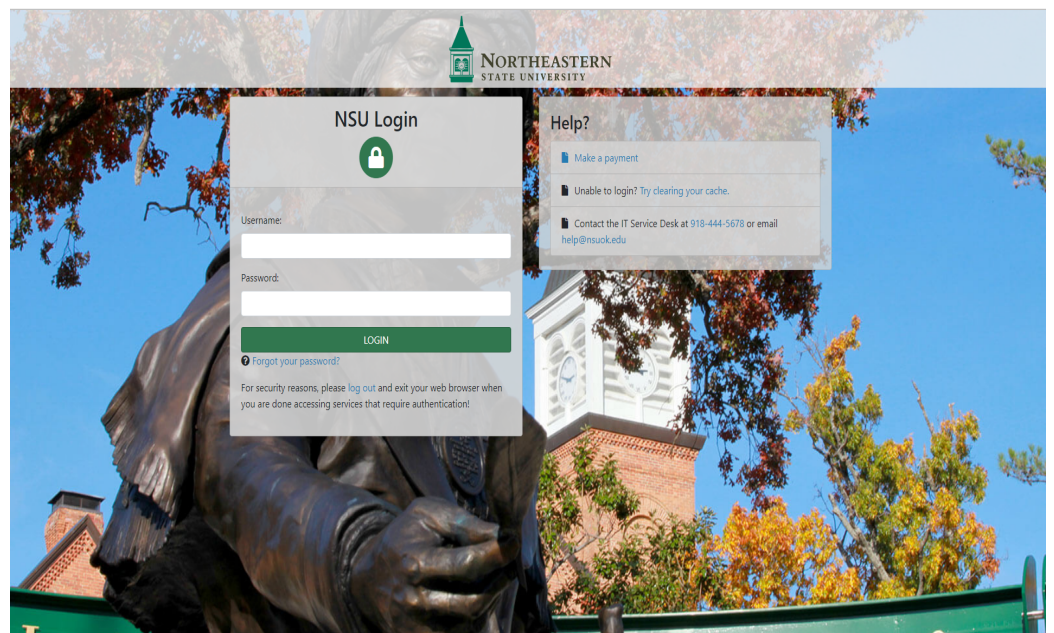
- <https://www.nsuok.edu/>

The picture below is NSU's home page, you will need to find the **goNSU** on the top right of the page. Click on this to access goNSU's webpage.



Now you should see the following screen. Here you will enter your **NSU username and password**.

**please note if this is your first time accessing goNSU and you have not yet set up your account using the [Password Manager](#) please see page 1 on how to set up your NSU account.*



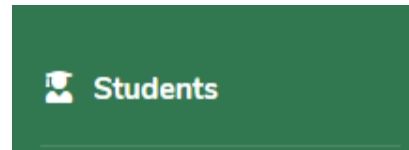
A Brief Overview of goNSU

Once you have logged into goNSU you will see a page similar to this.

**please note that some information may have been blacked out to protect private information
If you are viewing this on your phone or tablet, rather than a computer, information may be in different areas than specified in this PDF.

The screenshot displays the goNSU main dashboard. On the left is a green sidebar with navigation options: goNSU, Students, Blackboard, and GreenMail. The main content area is divided into four columns: 1. Announcements: Lists events like 'NSU partners to host cultural & historical preservation event', 'goNSU Portal Update', 'A Northeastern State of Mind: NSU Homecoming set for Sept. 22-28', 'NSU presents the fall 2019 Science and Technology Seminar Series', 'NSU's Sequoyah Institute presents Artrageous - Sept. 24', and 'NSUBA hosts food drive during September'. 2. University Calendar: Shows a calendar view for September 12-18 with events such as 'Take a Kid to the Game / Youth Day / Green Out', 'AISES Indian Taco Sale', 'Grad Workshop Entrance Exams', 'Broken Arrow Handshake Training', 'Walk-in Wednesday at Career Services', and 'Financial Literacy Conference'. 3. Quick Links: A list of links including Athletics, Blackboard, Course Catalog, Class Schedules, Degree Works, Emergency Alert System, Facilities Reporting, Faculty & Staff Links, GreenMail, Inclement Weather Policy, Library, Make a Payment, Mission, Vision and Value Statement, Password Manager, RiverHawks Ticket Download, Scheduler, Student Academic Referral Form, University Housing, University Policies, and Virtual Private Network. 4. News Central: Links to Campus news, Learning, Arts & Culture, and Athletics.

This is the main goNSU page, here you will see the university calendar with upcoming events, announcements, and links to other NSU related web pages. If you look on the left hand side of the page you will see several “**tabs**” or “**links**”. Please click on the **students** tab. Here you can see your bill, financial aid offers, who your advisor is, check your holds, enroll in classes, and so much more!



The screenshot shows the 'Students' page. The left sidebar is the same as the main dashboard. The main content area is divided into several sections: 1. My Account Summary: Shows 'Account Balance' as \$0.00 and a 'View Account History' button. 2. External Services: Includes 'MY ACCOUNT' (Make a Payment, Secure One, and Manage Account), 'NSU' (Complimentary RiverHawks Ticket), and 'Financial Aid and Scholarship Information' (My Financial Aid, My Financial Aid Requirements, Note, My Financial Aid (Offer) Awards, College Financing Plan). 3. Enrollment Checklist: Lists tasks like 'Schedule an appointment with your advisor now', 'Degree Audit', 'Class Schedule', 'Schedule Planner', 'Check your holds', 'Sign Financial Responsibility Agreement', and 'Enroll'. It also includes 'NEXT STEPS' for financial aid, bursar, refunds, books, living arrangements, and immunization. 4. Academic Profile: Shows 'Class Standing', 'Degree', 'Level', 'Program', 'Admit Term', 'Catalog Term', 'College', and 'Major/Minor'. 5. Academic & Registration Information: Lists 'Registration Status', 'Schedule Planner', 'Add or Drop Classes', 'Concise Student Schedule', 'Look Up Classes', 'View Transcript', 'Degree Audit', 'Midterm Grades', 'Final Grades', 'View Application to Graduate', 'Enrollment Verification Request', and 'Online Semester Withdrawal'. 6. Personal Information: Includes 'Update Addresses and Phones' and 'Invite E-mail Addressess'. 7. Academic Calendar: Shows a calendar for September 12 with 'Fall Second Eight Week Classes: Enrollment Open'.

Checking holds:

Either see the following youtube video, or follow the directions below to check your holds
<https://www.youtube.com/watch?v=o61Zh9O0p3c>

While still on the students tab on goNSU, in the middle of the page is a block titled “**Enrollment Checklist**”. You will need to click on the **check your holds** link. Holds on your account may prevent you from enrolling, so this should be checked each semester prior to enrolling.

If you have holds on your account please contact the number provided to resolve the hold, **unless it is a financial responsibility agreement hold,** this can be resolved using the **Sign Financial Responsibility Agreement** link on the **Enrollment Checklist** block.

The Financial Responsibility Agreement must be signed every semester and will prevent you from enrolling in classes.


Enrollment Checklist

- [Schedule an appointment with your advisor now](#) – Find your advisor in the “Academic Profile” block to the right.
- [Degree Audit](#) – Check your academic progress.
- [Class Schedule](#) – Check course availability.
- [Schedule Planner](#) - Create the perfect schedule
- [Check your holds](#) – Contact the “Originator” to resolve your hold before enrollment.
- [Sign Financial Responsibility Agreement](#) – This agreement must be read and filled out each semester.
- [Enroll](#) – Contact your [advisor](#) if you still need help.

NEXT STEPS:

- [Financial Aid](#) – Reapply for financial aid for the upcoming year at [FAFSA](#). If you've already applied, check [requirements and awards](#).
- [Bursar](#) – If you have an [account balance](#) from last semester, contact the Bursar's office for [payment options](#).
- [Refunds](#) - Setup your [Refund Preference](#) to ensure a timely refund and/or financial aid disbursement.
- [Buy your books](#)
- [Make your living arrangements](#)
- [Immunization Requirements](#)

Once you have resolved all your holds you will see a screen similar to this one. You will now be able to enroll in your classes.

 This page only displays holds that prevent registration (enrollment) or the release of your transcript and/or diploma.
 If you have a "Financial Responsibility Agree" hold, you may resolve this hold by completing the [Financial Responsibility Agreement](#) which will allow you to register for classes.

 No holds exist on your record.

RELEASE: 8.7.1

Enrolling in classes:

After resolving any holds please navigate back to the students tab on your goNSU account.

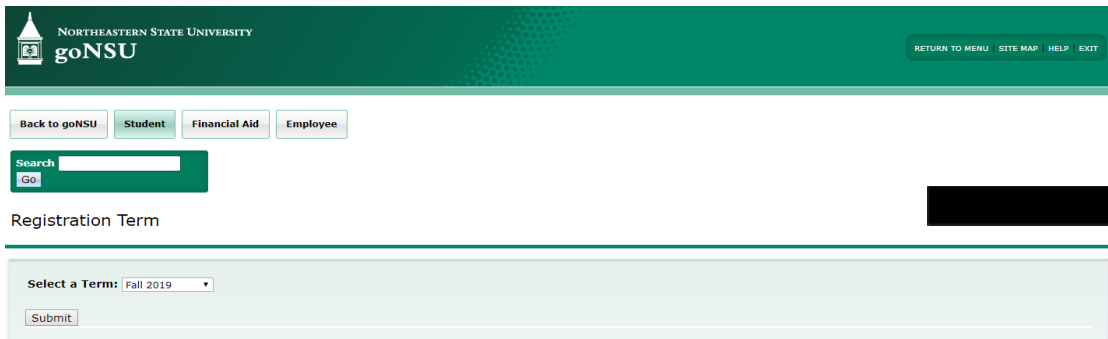
On the right hand side of the page (If you are looking on your phone, this Block will near the bottom of the page) is a block titled "Academic & Registration Information"

In order to enroll in classes, click on the **Add or Drop Classes** link.

Academic & Registration Information

- [Registration Status](#)
- [Schedule Planner](#)
- [Add or Drop Classes](#)
- [Concise Student Schedule](#)
- [Look Up Classes](#)
- [View Transcript](#)
- [Degree Audit](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [View Application to Graduate](#)
- [Enrollment Verification Request](#)
- [Online Semester Withdrawal](#)

You will see a page similar to the following, here you will use the drop-down box to select the term you want to enroll in classes and click the **submit** button.



The screenshot shows the goNSU interface. At the top is the Northeastern State University logo and 'goNSU' branding. Below this are navigation tabs for 'Back to goNSU', 'Student', 'Financial Aid', and 'Employee'. A search bar with a 'Go' button is present. The main content area is titled 'Registration Term' and features a form with a 'Select a Term:' dropdown menu currently set to 'Fall 2019' and a 'Submit' button.

RELEASE: 8.7.1

The following page is your **class worksheet**. Here you will enter class CRN's (Course Reference Numbers), click **Submit Changes** and you will be enrolled in those courses. (*please skip to page 9 if you have completed this step.*)

- **If you do not know what a class's CRN number is please use the following steps to find the CRN.**

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds | Registration Fee Assessment | Schedule Planner | Registration Cart]

RELEASE: 8.7.1

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To find a class's CRN number click on the **Class Search** button, this will bring you to the following screen. Here you will click on the subject that corresponds to your class and click **Course Search**.

Look Up Classes

Fall 2019
Jul 19, 2019 04:21 pm

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject: Accounting
Accounting/Financial Analysis
American Indian Studies
American Studies
Anthropology
Art
Biology
Business Administration
Business Law
Chemistry

Course Search Advanced Search

[Week at a Glance | Student Detail Schedule | View Holds]

RELEASE: 8.7.2.7

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Now you will see a list of all courses available in that subject. You will need to find your desired class (according to the degree plan that you and your advisor signed) and click on the **view sections** button.

- *Please note, Graduate courses are 5000 level courses. If the course you are wanting to take is a 4000 level or less contact your advisor or the Graduate College before attempting to enroll in these courses. (This does NOT apply to ADP students or NSU undergraduates). **NSU undergradates and ADP students will need to submit a Provisional Student Enrollment Permit (AKA. Permit to Enroll) before enrolling in graduate level courses. If this applies to you, please use the following link to fill out the Permit to Enroll. You will be able to enroll after you receive an email from the Graduate College stating your Permit to Enroll has been processed. Please be patient as this is a manual process.***

Fall 2019

Education

1901	COLLEGE OF EDUC ORIENTATION	View Sections
3113	EDUCATIONAL PSYCHOLOGY	View Sections
3313	CLIN TEACHING & PRE-INTERN I	View Sections
4032	PRE-INTERNSHIP II	View Sections
4044	ELEMENTARY INTERN TEACHING	View Sections
4054	ELEMENTARY INTERN TEACHING	View Sections
4064	SECONDARY INTERN TEACHING	View Sections
4074	SECONDARY INTERN TEACHING	View Sections
4172	ASSESSMENT AND EVALUATION	View Sections
4252	SEMINAR	View Sections
4353	SEC TEACHING METHODS & PRACT	View Sections
4813	INDIV ST/SPEC TOPICS IN EDUC	View Sections
4823	EMERGING TECHNOLOGIES	View Sections

Once you have chosen your desired class click on the **view sections** button.

You will now be able to see the *available days, times, and locations for the class*. Choose the date and time which best fits your schedule and **write down the CRN number**.

- *This should always be done in case of technical issues and will save you from redoing every step to refind the class you want.*

Now click the box under select to mark it and click the Register button on the bottom left hand corner

Look Up Classes Fall 2019
Jul 19, 2019 04:24 pm

Sections Found

Education

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	20720	EDUC	5963	01	01	3.000	INTERNSHIP I (Superintendent)	TBA		20	4	16	5	0	5	0	0	0	Ron Cambiano (P)	08/19-12/13	BAGLEY 114	College of Education - Enh Fee and 4 Year School Credit

[Register](#) [Add to Worksheet](#) [New Search](#)

[[Week at a Glance](#) | [Student Detail Schedule](#) | [View Fee Assessment](#)]

Now that you have the CRN number click the **Register** button to enroll in the course.

Once you have clicked the **Register** button you will then be taken back to the **class worksheet** screen. Please note, the screen will have a different appearance from before. If your screen shows something similar to the following picture, you will be enrolled in this class or classes.

- ***If you receive an error message please take a screenshot of the error message and email it to graduatecollege@nsuok.edu. We will be able to inform you as to what you will need to do in order to get enrolled in that course.***

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Apr 30, 2019	None	20784	COUN	5033	01	Graduate	3.000	Standard Letter	PROFESSIONALISM AND ETHICS
Web Registered on Apr 30, 2019	None	20789	COUN	5053	02	Graduate	3.000	Standard Letter	ASSESSMENT & STATISTICS
Web Registered on Apr 30, 2019	None	20792	COUN	5133	01	Graduate	3.000	Standard Letter	FOUNDATIONS OF CLINICAL COUNSELING
Web Registered on Apr 30, 2019	None	20803	COUN	5163	01	Graduate	3.000	Standard Letter	COUNSELING THEORIES

Total Credit Hours: 12.000
 Billing Hours: 12.000
 Minimum Hours: 0.000
 Maximum Hours: 19.000
 Date: Jul 19, 2019 04:28 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Textbooks, Class Schedule, and etc.:

Now that you've enrolled, it's important to get any required textbooks, see where your classes are located, who your teachers are, and etc.

Once again, go to your GoNSU account, here click on your **Student's Tab** and **navigate** to the **Academic & Registration Information** Block (*Located on the right side of the page for computer users and all the way at the bottom for phone users*).

You will need to click on the **Concise Student Schedule**. You will once again be directed to choose your desired term. Once chosen, click the **Submit** button.

Academic & Registration Information

- [Registration Status](#)
- [Schedule Planner](#)
- [Add or Drop Classes](#)
- [Concise Student Schedule](#)
- [Look Up Classes](#)
- [View Transcript](#)
- [Degree Audit](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [View Application to Graduate](#)
- [Enrollment Verification Request](#)
- [Online Semester Withdrawal](#)

Back to goNSU Student Financial Aid Employee Finance											
CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
30025	COUN 5273 02	CLINICAL PSYCHOPATHOLOGY	Broken Arrow	3.000	GR	Jan 13, 2020	May 08, 2020	W	7:20 pm - 10:00 pm	BA Education 118	VanMeter
30029	COUN 5413 01	METHODS & TECHNIQUES OF COUNSELING	Broken Arrow	3.000	GR	Jan 13, 2020	May 08, 2020	W	4:30 pm - 7:10 pm	BA Education 236	Cooper
30035	COUN 5443 02	DIVERSITY ISSUES IN COUNSELING	Broken Arrow	3.000	GR	Jan 13, 2020	May 08, 2020	M	7:20 pm - 10:00 pm	BA Education 106	VanMeter
30019	COUN 5903 01	COUNSELING RESEARCH	Broken Arrow	3.000	GR	Jan 13, 2020	May 08, 2020	M	4:30 pm - 7:10 pm	BA Education 236	Cooper
				Total Credits:	12.000						
[Student Detail Schedule Get Textbooks]											

RELEASE: 8.7.1

Once you have clicked the Submit button you will then see a list of the courses you had enrolled in. Here you can see the name of the course (*course title*), the campus, the start and end dates, the day the course will be held on (*M= Mondays, T=Tuesdays, W=Wednesdays, R=Thursdays, F=Friday, S=Saturday, U=Sunday, and etc.*). You will also be able to see the time the class begins and ends, along with the room number (*Location*) and Instructor. **Please note, the Location and Instructor may be TBA and may change.*

On the bottom left of the page, there are two links: **Student Detail Schedule** and **Get Textbooks**. Here you will want to click on the **Get Textbooks** link to find out what materials may be required for your courses.

You will once again be directed to choose the term of your choice. Once done, click the **Submit** button.

The screenshot shows a web page with a green header. Below the header are five navigation buttons: "Back to goNSU", "Student", "Financial Aid", "Employee", and "Finance". Below these is a search bar with a "Search" label, a text input field, and a "Go" button. In the top right corner, the text "N00189497 Nettie N. Blunt Jan 06, 2020 03:42 pm" is displayed. The main content area contains a message: "Please select the semester and click Submit." Below this message is a dropdown menu showing "Spring 2020" and a "Submit" button. In the bottom right corner of the content area, it says "RELEASE: 8.7.2". At the bottom left of the page, there is a copyright notice: "© 2020 Ellucian Company L.P. and its affiliates."

You will then be directed to a page similar to this one, here you will need to click on the **Go to Bookstore** button. You will then be redirected to a different page. (*Please make sure you have pop-ups available*).

The screenshot shows a web page with a green header. Below the header are five navigation buttons: "Back to goNSU", "Student", "Financial Aid", "Employee", and "Finance". Below these is a search bar with a "Search" label, a text input field, and a "Go" button. In the top right corner, the text "N00189497 Nettie N. Blunt Jan 06, 2020 03:42 pm" is displayed. The main content area contains a message: "The following page is supplied by Barnes and Noble. You will be directed away from an NSU website. Click 'Go To Bookstore' below to order your textbooks at the RiverHawk Shoppe. Looking for textbooks for a different term? If you need assistance, please call Client Services at 918-444-5678 or email help@nsuok.edu." Below this message is a list of course numbers under the heading "Subject Course Number":
COUN 5903
COUN 5273
COUN 5443
COUN 5413
COUN 5273
At the bottom of the list is a "Go to Book Store" button. In the bottom right corner of the content area, it says "RELEASE: 8.7.2". At the bottom left of the page, there is a copyright notice: "© 2020 Ellucian Company L.P. and its affiliates."

Now you should see a page similar to the following (*please note, textbooks will differ depending on your class schedule*). This page will have both **required** and **bookstore recommended** textbooks for each of your courses. Here you can either directly buy or rent your books.

If you have any questions or concerns, feel free to reach out to our bookstore either in person or over the phone.

Tahlequah/Muskogee Campus-

612 North Grand Ave.
Tahlequah, OK 74464
(918)-444-2510

Broken Arrow Campus-

3100 East New Orleans
Broken Arrow, OK 74014
(918)-449-6150

Have questions or concerns about Enrolling?

Call the Graduate College at 918-444-2093 or email us your question at
graduatecollege@nsuok.edu