



STUDENTS

STUDENT ACCOUNTS

All students receive a user account name and password that enables access to all online services. The username format is derived from the following convention:

first initial + up to 13 characters of last name + last 6 digits of Campus Wide ID (CWID)

Example: vdemon456789 – Victor Demon with CWID 123456789

Usernames can be retrieved via <https://my.nsula.edu> and click on Forgot Username

Your initial password will be Demons + six-digit date of birth – Example: Demons120184

After you first log in to myNSU, please click the Password Management menu and select “Setup Password Reset”. Complete your “Security info” profile with a personal email address and mobile phone number. This action will grant you the ability to reset your password by receiving an email or text message. Students will use this form of identification to access all online services such as myNSU, Moodle, Microsoft Office 365 (email), the wireless network, computer labs, and library databases.

myNSU

This portal provides access to all personal, financial, and academic information. The portal will also offer click-through access to online services such as Moodle, Microsoft 365 (Outlook E-mail, OneDrive, Teams), and NSUConnect. <https://my.nsula.edu>

MOODLE

Moodle, the University’s Learning Management System (LMS), is used when taking classes online. [Click here](#) to access video tutorials and PDF guides. Access Moodle by going to myNSU, then click on MyCourses.

MICROSOFT 365

The University utilizes Microsoft 365. This service provides each student with email, file storage in OneDrive, collaboration in Teams, and access to web versions of Word, PowerPoint, Excel, and OneNote. Students have the benefit of receiving these services on iOS and Android devices. For assistance to set up email access on your mobile device, please call 318-357-6696 or email at sos@nsula.edu.

Did you know currently enrolled NSU students get access to Microsoft 365 free of charge?



Microsoft 365 [Download Instructions](#)

MICROSOFT TEAMS

Microsoft Teams is a component of the Microsoft 365 Suite. Teachers can use Teams to conduct live class sessions and meetings with students for a more interactive learning environment. All students, faculty, and staff have access to Teams. The service can be used not only in your academic work but in student organizations and class projects. Microsoft provides a Teams mobile app for your smartphone or tablet to allow you to stay engaged while on the go.

WEBEX

WebEx is a tool that allows for practical online training and courses. Teachers can use WebEx to conduct live class sessions and meetings with online students for a more interactive learning environment. Northwestern State University has a WebEx address specifically for the courses and workshops offered through NSU. Be sure when you are seeking out your online course or joining an online meeting that you are on nsula.webex.com. [Click here](#) to learn more about WebEx Basics.

ACADEMIC RECORDS

For assistance with academic records found in myNSU, please contact the [Registrars' Office](#) at 318-357-6171 or registrar@nsula.edu.

COMPUTER LABS

Northwestern has [computer labs](#) on each campus that are provided for students and are free to use during posted operational hours.

Student Technology labs follow the NSU academic calendar. The labs do not open on any weekend that precedes or follows a scheduled student break and does not reopen until the official date and time that classes resume.

DOCUMENTS/WEB PRINTING

Web Printing is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. Students will need to be present in the lab to claim their printouts before submitting a print job. Print jobs are available during the lab's normal operating hours. File types that can be used for web printing include Microsoft Word (.doc & .docx), Microsoft Excel (.xls & .xlsx), Microsoft PowerPoint (.ppt & .pptx), Adobe Acrobat (.pdf) and Microsoft Document Writer files (.xps).

Student Helpdesk Contact
113 Watson Memorial Library
Northwestern State University
Phone: 318-357-6696
sos@nsula.edu

Helpdesk Hours of Operation
Please visit the [Student Technology](#) website for current hours of operation.

NSU STUDENT TECHNOLOGY WISHES YOU A SAFE AND SUCCESSFUL SEMESTER! FORK'EM DEMONS!