



Adjunct Introductory Resources & Information

Welcome to Northwestern State University. You have been selected as an online adjunct faculty member. The information provided below will assist you in getting started.

To begin employment, you will need to complete the “New Hire” packet, the “User Account” form described below, and review and sign the contract. Please return all three (Contract, User Account Form, and New Hire Packet) to the academic department for which you will be teaching.

Once the documents are received by the department and approved your user account will be created. This will enable you to complete items 3 through 6 below.

For additional information or assistance, please contact the appropriate academic department. You will locate academic department contact information by using the NSU [phone directory](#) or the [departmental websites](#).

1. New Hire Packet

New Employees must submit a completed [New Hire Packet](#). Completed New Hire Packets along with any required supplemental information must be submitted to the academic department for further processing and signatures.

2. User Accounts

User accounts for new adjunct instructors will be created by Information Technology Services upon receipt of the following:

- A contract signed by the Provost and Vice President of Academic Affairs.
- A properly completed and signed Request for User Account Form.

*For returning adjunct instructors: If an adjunct has submitted a properly completed and signed Request for User Account Form within the past two years, the account will be enabled with only the signed contract as indicated above.

To set up your NSU User Account, please download the [Request for User Account Form](#). Please check ✓ “Adjunct Faculty” in the Account Type field of the form to ensure proper routing of the account information. Fax 318-357-5745 or scan and email the completed form to support@nsula.edu. Then your user account has been created, the login credentials will be forwarded to the Department’s Administrative Assistant for routing to you. For assistance, please visit [ITS Support](#).

3. myNSU Portal

The NSU Portal or myNSU is where you will gain access to NSU’s services and employee information, all in one convenient place, with a single login. You will have access to Moodle (online courses), Office 365/Email, student rosters, your employee dashboard, etc.

To access myNSU, visit the following URL: <https://my.nsula.edu>.

my NORTHWESTERN STATE

Sign in

myNSU my Courses Office 365 / Email OrgSync Purple Alert Schedule of Classes Password Management Help

Click on the "Sign In" button.

On the sign in page, enter your NSU email address and default password.

Default passwords are established using the following convention: NSUdemonXXXXXX where XXXXXX is the date of birth of the user in MMDDYY format.

Once you have signed in, you can navigate from your dashboard to my Courses and Email using the toolbar at the top of the screen.

||| NORTHWESTERN STATE

someone@example.com

Password

Sign in

[First-time Login?](#) | [Forgotten Password?](#)

my NORTHWESTERN STATE

myNSU my Courses Office 365 / Email OrgSync Purple Alert Schedule of Classes Password Management Help

MyNSU - This is your dashboard. You will find alerts sent out by the University, course information including class rosters, and employee information.

My Courses - This link takes you into Moodle, the online course management system, which is used to teach online classes and complete university professional development courses.

Office 365/Email - This link will open your University email and provide access to NSU's Office 365 Suite which includes Word, Excel, OneDrive, etc.

Important: **All adjunct instructors are to use an NSU email account when conducting NSU business or communicating with students.**

4. Moodle Boot Camp

All adjunct faculty are required to complete the NSU Online Teaching Boot Camp. This online course has been created to provide you with a self-directed opportunity to develop the basic skills in planning, managing, facilitating, and assessing learner performance in online courses. The course will assist you in acquiring



the skills necessary to build a supportive, interactive, and instructionally sound online learning environment. Through readings, video presentations, and online engagement

activities you will participate in activities to assist you as an online instructor. Upon completion of this course you will have a better understanding of teaching online. NSU Online Teaching Boot Camp is offered via Moodle.

To access the course, you will need to contact the Office of Electronic and Continuing Education (ECE) at ece@nsula.edu and request access to the course. Please send your request via your NSU email account. Once you are enrolled, you can access the course through My Courses or by clicking here - [course link](#). This link is specific to the NSU Online Teaching Boot Camp. Once you are logged into the course, proceed by following the course instructions.

5. Moodle Support

[Moodle support resources](#), tutorials, and other professional development opportunities can be accessed in multiple formats through Electronic and Continuing Education (ECE).

If you have any questions or need assistance, please contact Electronic & Continuing Education at ece@nsula.edu or 318-357-6355.

6. Required Professional Development

All adjunct faculty are required to complete the Preventing Sexual Harassment and Ethics training upon employment and on a yearly basis thereafter.

Before you begin, log out of myNSU, and close your web browser.

- This [course link](#) will direct you to the "Enrollment Options" page.
- Select the "Enroll Me" button at the bottom of the page.
- After enrolling, you will be directed to the Mandatory Employee Safety Training Course.

The following professional development is required of adjunct faculty.

- Active Shooter - annually
- Blood Borne Pathogens - every five years
- Defensive Driving - every three years (Only if driving for University Business)
- Ethics - annually
- Preventing Sexual Harassment – annually

Scroll to the Active Shooter Professional Development Training Module.

Active Shooter Training - Toggle

- Click on the triangle icon on the left side of the title. This will open the training module.
- View the Active Shooter video.
- Read all of the directions and submit the required screen shot to your supervisor.

Scroll to the Ethics Professional Development Training Module.

Ethics Training - Toggle

- Click on the triangle icon on the left side of the title. This will open the training module.
- Click on the Ethics Training link.
- A new window will open, directing you to the Louisiana Ethics Administration Program website.
- Register as a New User.
- Complete the training.
- Read all of the directions and submit the required screen shot to your supervisor.



Scroll to the Preventing Sexual Harassment Professional Development Training Module.

Preventing Sexual Harassment Training - Toggle

- Click on the triangle icon on the left side of the title. This will open the training.
- View the Preventing Sexual Harassment video.
- Read all of the directions and submit the required screen shot to your supervisor.

For assistance, please contact the Office of Electronic and Continuing Education ece@nsula.edu or 318-357-6355.



nsula.edu/ensu | ensu@nsula.edu | 1-800-376-2422