



Lane Change (2 of 4)

Getting your “Evidence” of Class Completion Electronically

You need an electronic copy of your grade report for the class(es) you wish to include for Lane Change. You can get an electronic copy for any North Dakota State University classes through Connect ND or you can scan a hard copy using a scanner. Many other universities, such as the University of Mary, also have electronic grade/transcript programs that will work very much the same.

Connect ND

If you completed coursework at a ND University System College you can get your grades electronically through CampusConnection.

(1) Login to ConnectND

- Go to www.bismarckschools.org
- Click on Employees
- Click on Staff Development
- Click on Graduate Credit
- Click Connect ND

CampusConnection Signin

User ID:

Password:

Attn: W+EMPLID User ID Accounts no longer available.

On Saturday, Feb 12, 2011, old PeopleSoft-only User IDs (W+EMPLID or first initial+lastname) were disabled and those IDs can no longer be used to access CampusConnection.

You can now access CampusConnection, with your NDUS User ID. If you have not already done so, you must activate, or 'claim' your account.

To do this, have your EMPLID and birthdate ready, go to the [NDUS Claim Site](#), and follow the instructions.

Once your NDUS User ID has been claimed, you will be able to use the same NDUS User ID to access Campus Solutions, HRMS and Financials. Additional NDUS and campus applications will begin using this User ID in the near future.

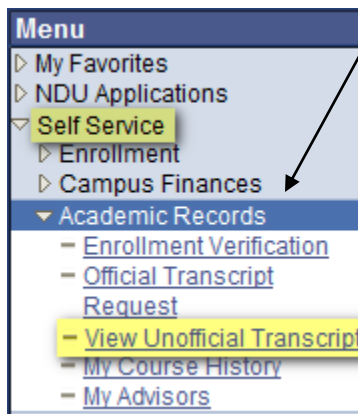
Former Students

If you have been a former student, but not in attendance for some time, your W+EMPLID account is still active, but only in CampusConnection.

What if I don't have/know my UserID or Password?

- Anyone who has taken a class through the North Dakota University System should be able to get a login to Connect ND.
- Individuals should call the NDUS Helpdesk to receive their login information: 1-866-457-6387.

(2) Click on Self Service



- Click on Academic Records
- Select View Unofficial Transcript
- Choose the Institution and the Report Type (Unofficial Transcript) and click GO

View Unofficial Transcript

Choose an institution and report type and press go to view your report.

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

Academic Institution

Report Type

(3) Capture your unofficial transcript as a file on your computer. You can do this in many different ways.

- **Print your unofficial transcript to a file (such as PDF).**
 - If you have Office 2007 you can do this by having your unofficial transcript open in the browser and then clicking on File/Print/Microsoft XPS Document Writer/ and then Print... it will ask you to name and save the document.
- **Select/highlight the text of your transcript and copy and paste it into a Word (this method is not the best as the formatting is messy).**
- **Print the page to a regular printer and scan it to a jpeg or other graphic file using a scanner at your school or home.**
- **Print the page to a regular printer and bring it HEC for scanning on a special copier that will email it to you as a PDF (there is a copier in HR and in Technology)**

Of course you may also order a transcript directly from the university for a fee and use either of the scanning methods above to get it as an electronic file on your computer.

(4) When it is time to name the file on your computer it is suggested that you use the following format.

- **Lastname_University_DateDownloaded**
 - For example, if I were saving my UND transcript I would title it...
Kincaid_UND_8.12.08

(5) You will need to repeat this process for each university from which you have transcripts with classes being proposed for lane change.

(6) Once you have the files you will need to upload them to Track in the area title "Document Locker." Refer to document Attaching Evidence of Class Completion.