

CampusConnection Helpsheet

How to run my Academic Requirements Report

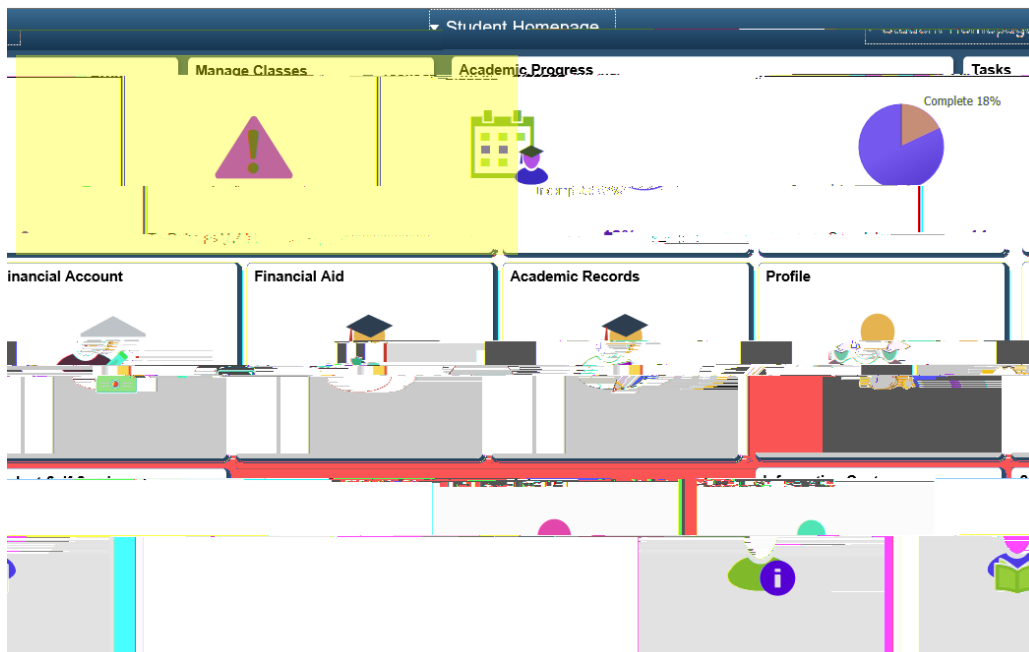
The Academic Requirements report is designed to help students track, plan and verify the completion of degree programs.

1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.

A screenshot of the CampusConnection login page. The page has a purple header with the text "MORNINGSTAR UNIVERSITY". Below the header, there is a login form with two input fields: "User ID" containing the text "Mystic.M.Ian" and "Password" containing a series of dots. To the right of the password field is a "Show/Hide" eye icon. Below the input fields are two buttons: "User ID and Password Help" and "Send email to Help Desk". At the bottom of the form is a checkbox labeled "I agree to the terms of the User Agreement" and a "Log In" button.

On your Student Homepage:

3. Click **[Academic Progress]** tile.

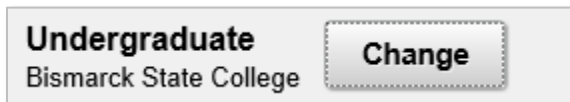


On the left-side menu:

4. If active at multiple NDUS Colleges:

Verify **[Bismarck State College]** is selected.

Click **[Change]** if update is needed.

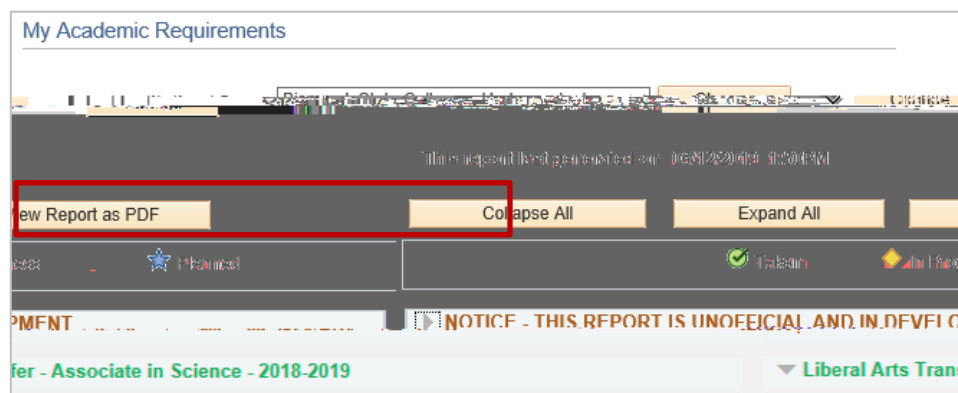


5. Select **[My Academic Requirements]**.

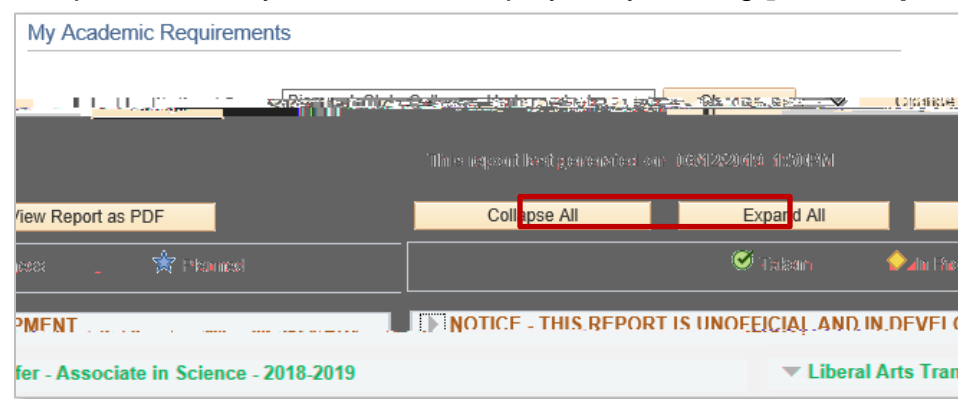


6. The report by default will display in the interactive view.

The interactive view is not printer-friendly but allows for expanding and collapsing of each requirement area to see the details.






The printer-friendly view can be displayed by clicking **[View Report as PDF]**.



The printer-friendly PDF displays on a new browser tab. This format is not only printer-friendly but can also be saved.

Tips for Navigating the Interactive Requirements View

1. By default, the report expands requirements that are not satisfied and collapses requirements that are satisfied. Use  and  to collapse and expand every requirement in the report.

2. The three icons , , and  indicate the status of a course used to satisfy an academic requirement as Taken, In Progress, or Not Started.
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