Former Student Access to SSB

HOW TO SIGN-IN & RESET PASSWORD

DAKOTA STATE UNIVERSITY
Contents
Signing in For the First Time................................................................................................................. 2
Signing In............................................................................................................................................... 3
Resetting Your Password ..................................................................................................................... 4
Locked Account....................................................................................................................................... 5

These procedures are for former students who have not accessed their account within the last year or 365 days. If you have accessed your account within the last year, it is still considered active and you can access your academic history by logging into the MyDSU portal (https://mydsu.dsu.edu) with your credentials and navigating to the information you are needing.
Signing in For the First Time
1. When signing in for the first time, you will need to set up your password. To do this, visit https://student.sdbor.edu/StudentSelfService/login/auth?mepCode=BOR.

2. Enter your Banner or Colleague ID in the Username box and then click Forgot Password (located under the password box).

   Note: to set your password for the first time, you will need to provide your Banner ID. If you do not have a Banner ID, you will need to complete this online form and wait for a reply with your Banner ID.

   *This process is verified manually by the campus – requests will be reviewed during normal business hours (Monday – Friday 8am to 5pm)*

3. In the Forgot Password screen, provide the first four letters of your last name and the last four digits of your social security number or student visa. Be sure to use all lower-case letters. For example, if your last name is Smith and the last four digits of your SSN or student visa are 1234, you would enter smit1234.

   *If you do not have a social security number or student visa, complete this online form. Click Continue.

4. When prompted, create a new password and re-enter it. The password must be a minimum of 12 characters in length and must contain a minimum of one number, one letter, and a special character. You will need to change your password every six months.

5. You should now be able to successfully use your new password.
Signing In


2. Enter your Banner or Colleague ID in the Username box and then supply your password. Click Sign In.
Resetting Your Password

1. To reset the password:
   https://student.sdbor.edu/StudentSelfService/login/auth?mepCode=BOR

   *Note: to reset your password, you will need to provide your Banner ID. If you do not have a Banner ID, you will need to complete this online form and wait for a reply with your Banner ID.
   *This process is verified manually by the campus – requests will be reviewed during normal business hours (Monday – Friday 8am to 5pm)*

2. When resetting your password, enter your Banner ID into the Username field and click Forgot Password

3. In the Forgot Password screen, provide the first four letters of your last name and the last four digits of your social security number or student visa. Be sure to use all lower-case letters. For example, if your last name is Smith and the last four digits of your SSN or student visa are 1234, you would enter smit1234.

   *If you do not have a social security number or student visa, complete this online form. Click Continue.*

4. When prompted, create a new password and re-enter it. The password must be a minimum of 12 characters in length and must contain a minimum of one number, one letter, and a special character. You will need to change your password every six months.

   Click Submit.
Locked Account

1. If you are unable to log in or reset your password your account has been locked and the following message will be displayed: “Logon denied. Please contact system administrator.” The Accounts are locked when a user attempts to log in more than five times with an incorrect password or security question/answer. **Accounts must be manually unlocked by the university.**

![Banner Image]

2. To unlock your account, you will need to complete this online form and click on <Request Record Unlock> to confirm your identity.

   *This process is reviewed manually by the campus – requests will be reviewed during normal business hours (Monday – Friday 8am to 5pm)*

3. Once you have successfully verified your identity with the university, you will be notified that your account has been unlocked and then you will follow the steps to login or reset your password via the “Forgot Password” option on the login screen (see page 4).