



Former Student Access to SSB

HOW TO SIGN-IN & RESET PASSWORD

DAKOTA STATE UNIVERSITY

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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://mysu.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*.

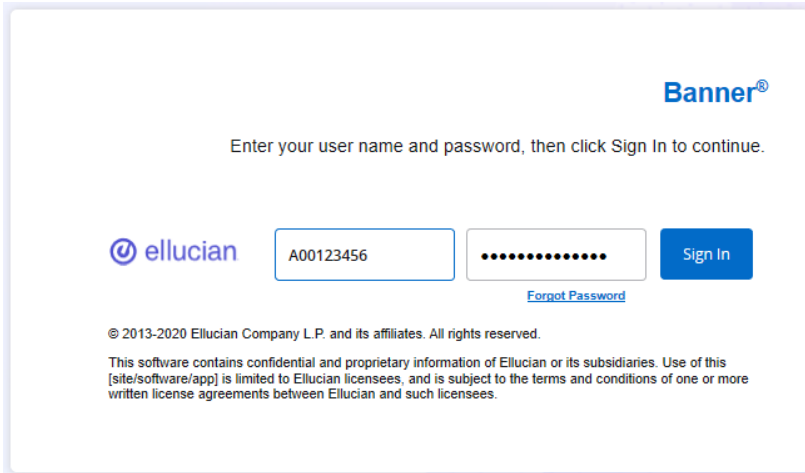
*If you do not have a social security number or student visa, complete [this online form](#). Click **Continue**.

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

1. Visit <https://student.sdbor.edu/StudentSelfService/login/auth?mepCode=BOR>
2. Enter your Banner or Colleague ID in the Username box and then supply your password. Click **Sign In**.



The image shows a login page for Banner. At the top right is the "Banner®" logo. Below it, the text reads "Enter your user name and password, then click Sign In to continue." On the left is the "ellucian" logo. In the center, there are two input fields: the first contains the text "A00123456" and the second contains a series of dots representing a password. To the right of the password field is a blue "Sign In" button. Below the password field is a blue link that says "Forgot Password". At the bottom left, there is a copyright notice: "© 2013-2020 Ellucian Company L.P. and its affiliates. All rights reserved." Below that is a disclaimer: "This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this [site/software/app] is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees."

Resetting Your Password

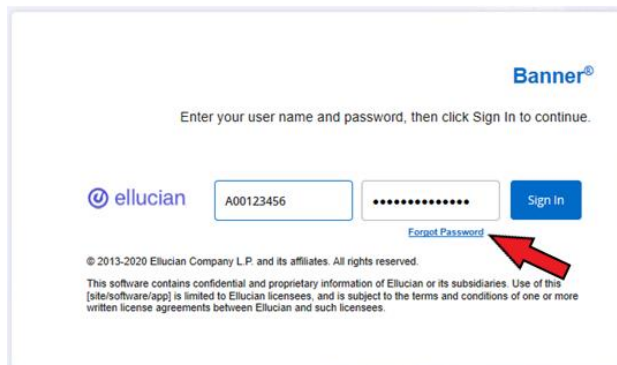
1. To reset the password:

<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)

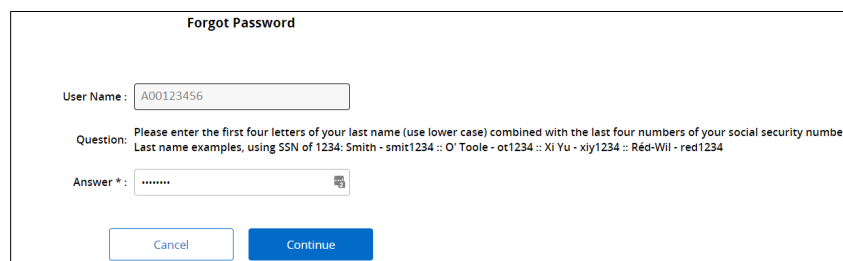
2. When resetting your password, enter your Banner ID into the Username field and click **Forgot Password**



The image shows the Banner login interface. At the top right is the 'Banner' logo. Below it, the text reads 'Enter your user name and password, then click Sign In to continue.' There are two input fields: the first contains 'A00123456' and the second contains masked characters. To the right of the second field is a blue 'Sign In' button. Below the 'Sign In' button is a blue link labeled 'Forgot Password', which is pointed to by a red arrow. At the bottom left, there is a copyright notice: '© 2013-2020 Ellucian Company L.P. and its affiliates. All rights reserved. This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this [site/software/app] is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.'

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**.



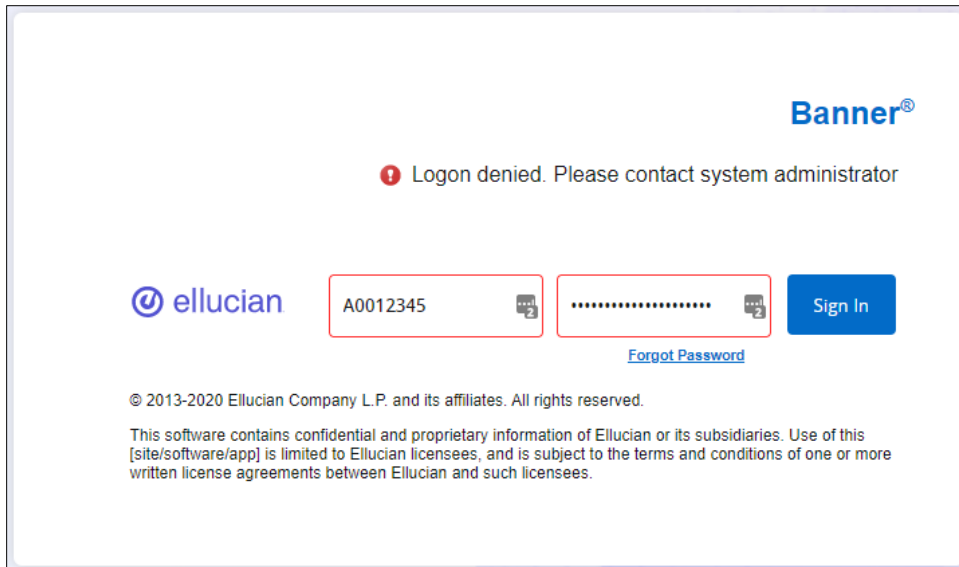
The image shows the 'Forgot Password' screen. At the top, it says 'Forgot Password'. Below that, there is a 'User Name' field containing 'A00123456'. Underneath is a 'Question' section with the text: 'Please enter the first four letters of your last name (use lower case) combined with the last four numbers of your social security number. Last name examples, using SSN of 1234: Smith - smit1234 :: O Toole - ot1234 :: Xi Yu - xly1234 :: R ed-Wil - red1234'. Below the question is an 'Answer #' field with masked characters and a small icon. At the bottom, there are two buttons: 'Cancel' and '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.**



The screenshot shows the Banner login interface. At the top right is the 'Banner®' logo. Below it, a red error message reads: 'Logon denied. Please contact system administrator'. The login form includes the 'ellucian' logo on the left, a username field containing 'A0012345', a password field with masked characters, and a blue 'Sign In' button. A 'Forgot Password' link is positioned below the password field. At the bottom, there is a copyright notice: '© 2013-2020 Ellucian Company L.P. and its affiliates. All rights reserved.' and a disclaimer: 'This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this [site/software/app] is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.'

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).