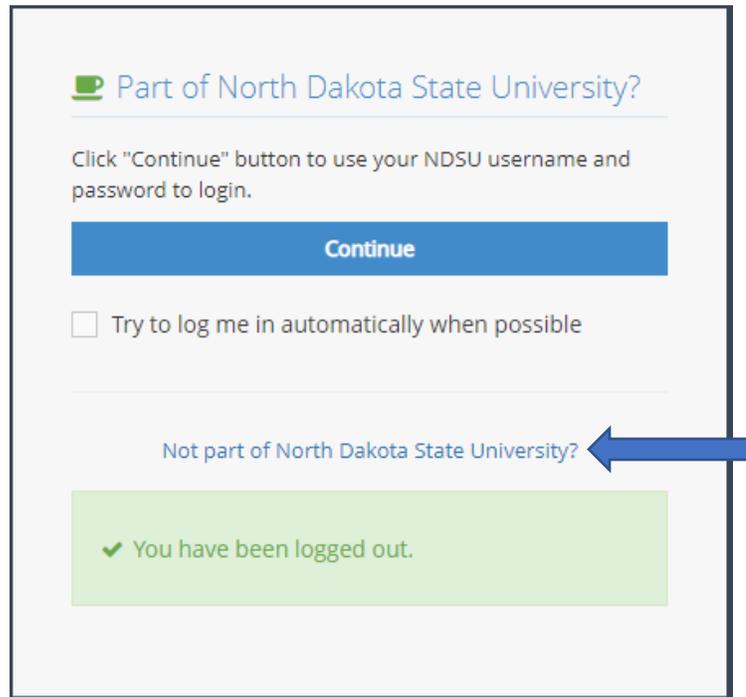# Activating an External User Account

1. On the Novelution Login page (erac.ndsu.edu), choose the "**Not part of NDSU**" option.

2. Click **New Account Setup->**.
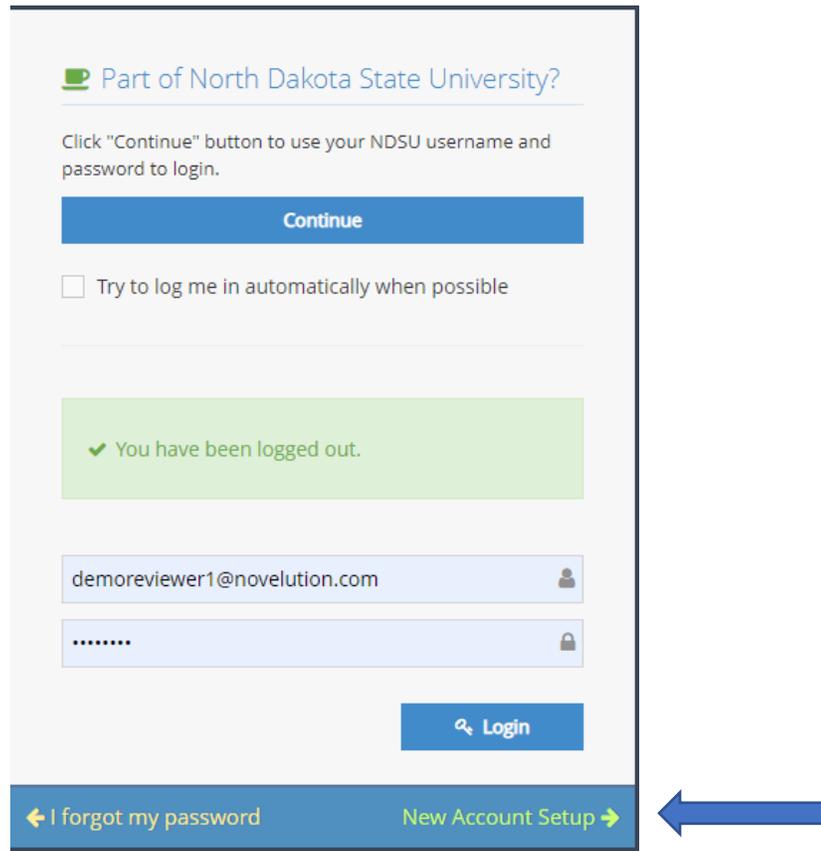
3. Enter your email and click **Search**.

4. Choose and confirm your password, and click **Request Activation ->.**
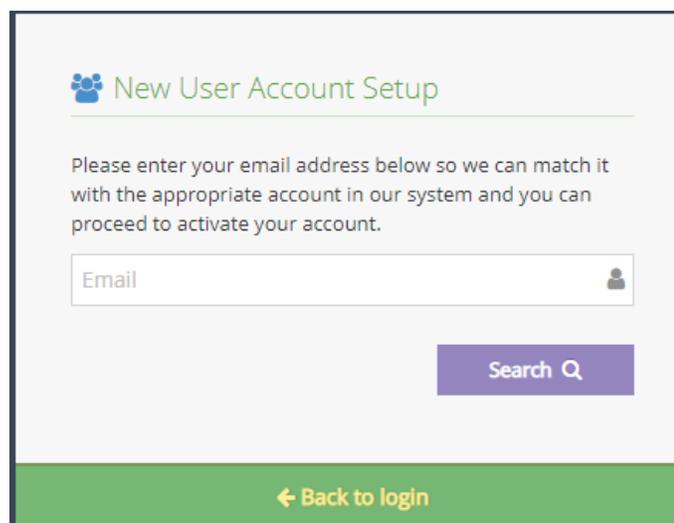
New User Account Setup

Please enter your email address below so we can match it with the appropriate account in our system and you can proceed to activate your account.

miranda.ruiter@sanfordhealth.org

Search Q

Thank you, your account has been found. Please submit a password and you will receive a validation email, containing a secure link to activate your account. Once activated, you will be able to login with your email address and chosen password.

Miranda

Ruiter

Choose Password

Confirm Password

Request Activation →

← Back to login

5. Activate your Profile:

You should receive an email from the system with a link to activate your account.

a) Click the activation link in the email, which should take you to the Novelution system.

b) Once your account is activated, proceed back to the Log in page (erac.ndsu.edu), Choose "Not part of NDSU" and log in.

c) You will need to review your profile information to see that is correct, and save your profile before using the system.