







## Claim/Recover Your NetID

To find your Net ID or MSU ID, go to <a href="https://www3.montana.edu/netidclaim/">https://www3.montana.edu/netidclaim/</a>

Step 1	Step 1
Enter your MSU ID This ID begins with a - followed by 8 numbers. (example: -12345678)	Enter your Last Name and SSN Enter Last Name: Smith
Enter ID:	Enter Social Security Number (last 4 digits):
-01234567	1234
Submit	Submit
0	R

If you don't know your MSU ID, click on "I don't know my MSU ID" and follow prompts above (right).

Step 2	Step 3
Enter Date of Birth Format birthdate as <b>mm/dd/yyyy</b> . (example: July 21, 1996 would be 07/21/1996)	Set Password Set NetID password at the <u>Self-Service Password Portal</u>
Date of Birth: mm/dd/yyyy submit	

Self-Service Password Portal - http://password.gfcmsu.edu

Click the link to go to the **Self-Service Password Portal** and follow the prompts to set up your profile and set a password. If you have any questions or problems, please contact the Technology Assistance Center at 406-771-4440 or by emailing <u>elearning@gfcmsu.edu</u>.

Your Net ID and unique password will be your single sign on for Banner Web/My Info, to access computers on campus, Brightspace by D2L, library online services, and printing in the computer lab.

Step 4 – Click on "Go to Setup Tool" under New User Setup.

1 Home 2 Login 3 Confirm	(4) Configure (5) Review	Help with this page
Self-Service		
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Step 5 – Enter Net ID and click Continue.

Step 6 – Enter your MSU ID and your Date of Birth in the format MMDDYYYY and click Continue. Your MSU ID is 8 digits preceding with a hyphen (-). You can find your MSU ID on your acceptance letter, advising sheet or bill from the college.

Step 7 – Select five challenge questions, answering each question twice. Click Continue.

Step 8 – If you would like to authenticate using email, enter your primary email address as well as an alternate email address and click Continue (optional).

Step 9 – If you would like to authenticate using text messaging, enter your cell phone number and select your cell carrier (recommended).

Step 10 – If you see the message below, continue on to reset your password.



Step 11 – To reset your password, click on "Go to Reset Tool" under "Password Reset." Create a new password using the password rules shown on the screen.

Step 12 – You should get a Success message as shown below. Click "Finish." If not, contact IT Services.

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IT Services – <u>helpdesk@gfcmsu.edu</u>

Technology Assistance Center 406-771-4440

Log into D2L Brightspace at <u>http://elearning.gfcmsu.edu</u> using your Net ID and the password you set up.