



## Creating a ND Login Account

You are entering [North Dakota Department of Public Instruction](#) Child Nutrition and Food Distribution System (NDFoods).

North Dakota login

Already Registered - [Not sure?](#)

North Dakota Login:

Password:

[Forgot Login](#)

[Forgot Password](#)

**Login**

New to North Dakota Online Services?

**Register Now!**

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

If you need assistance with **this Online Service**, [please contact North Dakota Department of Public Instruction](#).

Click “Register Now”

Registration

Steps: **Account Details** | Confirmation | Print Profile

### Business/Organization Account Details

Business/Organization accounts should only be used for online services related to the business or organization you represent

**Login Details**

\*North Dakota Login:

\*Password:

\*Confirm Password:

\*Business Email:

\*Confirm Business Email:

**North Dakota Login Requirements:**

- at least 3 characters long
- cannot be an existing ID

**Password Requirements:**

- at least 6 characters long
- 1 upper case character
- 2 lower case characters
- 1 number

**Business/Organization Details**

\*Business Name:

\*Contact Name: First  MI  Last  Suffix

\*Address 1:

In order to register a State of North Dakota Login ID you must complete all the boxes on this screen that are denoted with an asterisk\*, once all of the required fields are filled in click on the “Create Account” button.

Pay attention to the side notes. These notes apply to selecting a State of North Dakota Login ID and a password.



After you have clicked on the “Create Account” button, you will be sent an email confirmation. In this confirmation, there will be a link to confirm your State of North Dakota account. Click on that link, which will be the first link in the email. Also, your State of North Dakota Login ID will be contained in this email:

*Thank you for registering for your State of North Dakota Login ID.*

*The registration process requires the confirmation of your email address. To confirm your email address, simply click on the following link:*

**ACTIVATE ACCOUNT:**

<https://test.apps.nd.gov/itd/services/link/1.0/id/7d96f2ca108f0ef019637fde272fe53b>

*If you are unable to click on the link, please copy and paste the link into your browser window. If you received this email message by mistake, or do not wish to activate your membership, ignore this message.*

*Your State of North Dakota Login ID is: sponsor1*

*If you need assistance, please contact Login Support using the following link:*

<https://test.apps.nd.gov/itd/services/link/1.0/id/52db20034aa346f696c4c6c6671ce934>

By following the link in the confirmation email you will be sent to an Account Activation Confirmation page. Once you have arrived at this page your account is confirmed and registration is complete.



Before returning to the login screen your Login ID and information will have to be entered into the NDFoods system by an authorized user for your sponsor or site. You may also contact Child Nutrition and Food Distribution at 701-328-2294 at any time for help in this process. Once your Login information is entered into the NDFoods systems your sponsor/site information will be immediately available.

## Maintain ND Login Account

The screenshot shows the 'Registration' page for North Dakota Login. It features a header with the 'North Dakota login' logo. Below the logo is a login form with two input fields: 'North Dakota Login ID:' and 'Password:'. There are 'Cancel' and 'Login' buttons below the fields. To the right of the form is a 'Welcome to North Dakota Login' section with a list of actions: 'Print your profile information.', 'Change your password.', 'Activate your account.', 'Change your email.', 'Change your security questions.', and 'Edit your profile.'. At the bottom, there is a link to the 'Service Desk' for assistance.

Once a State of North Dakota Login ID is set up, occasional updating may be needed. Some possible changes include: email address, street address and/or security questions.

The screenshot shows the 'North Dakota Login Profile' page. The main heading is 'View Profile'. Below this, the profile information is displayed: 'North Dakota Login: sponsor1', 'Password: \*\*\*\*\*', 'Account Type: Business/Organization', 'Status: Activated', and 'Email: mdanderson@nd.gov'. There are blue hyperlinks for 'Print Profile', 'Change Password', and 'Change Email'. Two security questions are listed: 'Security Question 1: WHAT MONTH IS YOUR ANNIVERSARY? (2 DIGIT FORMAT: EX. JAN = 01)' and 'Security Question 2: WHAT WAS THE NAME OF YOUR FIRST DOG?' with a 'Change Security Questions' link. Below this is a 'Business/Organization Details' section with fields for 'Business Name: Mandan Public Schools', 'Contact Name: Mike J. Johnson', 'Address 1: 500 East Main', 'Address 2:', 'Address 3:', 'City, State, Zip: Mandan, ND, 58554', 'Country: US', and 'Telephone: 7016631111 Ext:'. There is an 'Edit Details' link. At the bottom, there is an 'Authorized Online Services' section with the message 'You are not authorized with any online services.' and a 'Return to Online Service' button.

Once you have logged into the system you will be taken to a screen that summarizes the information entered when you registered. Click on any of the blue hyperlinks on this page to make edits to the stored information. The "Print Profile" link displays the information in a printer friendly version.

## Change Password

The screenshot shows the 'North Dakota Login Profile' interface for changing a password. The page title is 'Change Password'. On the right, there is a 'User:' field. The main content area is divided into two sections: 'Details' and 'Password Requirements'. The 'Details' section contains three input fields: '\*Old Password:', '\*New Password:', and '\*Confirm New Password:'. Below these fields are 'Cancel' and 'Update' buttons. The 'Password Requirements' section, highlighted in a tan box, lists the following criteria: at least 6 characters long, 1 upper case character, 2 lower case characters, and 1 number. At the bottom, there is a '\*Required' label and a link to the 'Service Desk' for assistance.

To change the password associated with your State of North Dakota Login ID click on the “Change Password” link. Enter your current password in the Old Password box. Then enter your new password in the New Password box and Confirm New Password inputs. Click on the “Update” button when finished. Pay special attention to the password requirements noted in the tan shaded box.

Click on the “Cancel” button to return to the previous screen without making changes.

## Change Email Address

The screenshot shows the 'North Dakota Login Profile' interface for changing an email address. The page title is 'Change Email'. The 'Details' section shows the 'Current Email' as 'jkrous@state.nd.us'. Below this are two input fields: '\*New Email:' and '\*Confirm New Email:'. At the bottom, there are 'Cancel' and 'Update' buttons. A '\*Required' label and a link to the 'Service Desk' for assistance are also present.

To change the email address associated with your State of North Dakota Login ID, click on the “Change Email” link. It is important to keep your email address current in case you forget your password and need to reset it.

Type in your new email in the New Email input and in the Confirm New Email input and then click “Update”. To return to the previous screen without making changes click on the “Cancel” button.

## Change Security Questions

The screenshot shows a web form titled "Change Security Questions" within a "North Dakota Login Profile" header. The form is divided into two main sections: "Details" and "Security questions".

**Details:** This section contains two sets of input fields. Each set includes a dropdown menu for selecting a question and a text input field for the answer. The first set is labeled "\*Question 1:" and "\*Answer 1:", and the second is labeled "\*Question 2:" and "\*Answer 2:". Below these fields are "Cancel" and "Update" buttons, and a note that asterisks indicate required fields.

**Security questions:** A separate box on the right explains the purpose of security questions: "used to verify your identity" and "used to reset forgotten passwords".

At the bottom, there is a link to the "Service Desk" for assistance.

To change your security questions, click on the “Change Security Questions” link. You will need to enter information into all the inputs on this screen. Choose new questions from the Question 1 and Question 2 drop down lists.

You will need to input answers to both of the questions in the Answer 1 and Answer 2 inputs, respectively. Click on the “Update” button when finished. To return to the previous screen without making changes click on the “Cancel” button.

The screenshot shows a web form titled "Edit Profile" within a "North Dakota Login Profile" header. The form displays user information and a section for "Business/Organization Details".

**User Information:** Shows "North Dakota Login: sponsor1" and "Email: mdanderson@nd.gov".

**Business/Organization Details:** This section contains several input fields:

- \*Business Name: Mandan Public Schools
- \*Contact Name: Split into "First" (Mike), "MI" (J), "Last" (Johnson), and "Suffix" (empty).
- \*Address 1: 500 East Main
- Address 2: (empty)
- Address 3: (empty)
- \*City, State, Zip: Mandan, North Dakota (dropdown), 58554 (55554444)
- \*Country: United States of America (dropdown)
- \*Telephone: 7016631111 (22233334444) Ext: (empty)

Below the form are "Cancel" and "Update" buttons, and a link to the "Service Desk" for assistance.

To edit your name, address or phone number, click on the “Edit Details” link. Click on the “Update” button when finished. To return to the previous screen without making changes click on the “Cancel” button.

## Reset Password

Registration

### Reset Password

To Reset your password you must enter your North Dakota Login.

\*North Dakota Login:

\*Required

For assistance with this online service, contact the [Service Desk](#).

To reset your State of North Dakota Login ID password, type in your State of North Dakota Login ID and click "Continue".

Registration

### Reset Your Password

You need to confirm your email address and answer Security Questions to reset your password.

**How to Reset Your Password**

**Step 1: Go to Your Email.**  
We sent an email to [jkrous@state.nd.us](mailto:jkrous@state.nd.us)

**Step 2: Click On the Link.**  
Click on the link below the text **Reset Your Password** in the email, you will be returned the North Dakota Login system.

**Step 3: Answer the Security Questions.**  
You will be asked to answer the security questions entered during the registration process to reset your password.

**Protect Your Password**

- You should never give your North Dakota Login password to anyone, including the Service Desk representatives.
- State of North Dakota will never ask you to send your password via email.

You will be receiving an email from [itdhelp@nd.gov](mailto:itdhelp@nd.gov). If you do not receive this email check your junk mail and/or confirm it hasn't been blocked by a spam blocker.

For assistance with this online service, contact the [Service Desk](#).

Once you have completed the previous screen, you will be redirected to an email confirmation screen. You will also be sent an email to the email address you provided when you first registered for the State of North Dakota Login ID.

This email was sent in response to your request to reset your State of North Dakota Login ID password. This is done for your protection to ensure that only you, the recipient of this message, can reset your password.

To reset your password, click on the following link. This will take you to a web page where you will need to provide the answers to the Security Questions that you entered during the State of North Dakota Login ID registration process. After answering the questions correctly, you will be allowed to reset your password.

Reset Your Password:  
<http://www.nd.gov/link/16fa17df4cbaef757f1596b56aded8c6>

Your State of North Dakota Login ID is: JaKrous

If you need assistance, please contact Login Support using the following link:  
<http://www.nd.gov/link/4709c64da765d82971adabbcfc4f217c>

Click on the first link in the email to proceed with resetting your password.

Registration

### Reset Password

Please answer the following Security Questions.  
These are the questions you entered when you created your State of North Dakota Login ID.

**Security Questions**

Question 1: WHAT IS THE FIRST NAME OF THE BEST MAN AT YOUR WEDDING?  
\*Answer 1:

Question 2: WHAT WAS THE MAKE OF YOUR FIRST CAR?  
\*Answer 2:

\*Required

For assistance with this online service, contact the [Service Desk](#).

Answer your security questions and click “Continue”.

Registration

### Reset Password

**Details**

\*New Password:   
\*Confirm New Password:

\*Required

For assistance with this online service, contact the [Service Desk](#).

**Password Requirements:**

- at least 6 characters long
- 1 upper case character
- 2 lower case characters
- 1 number

North Dakota  
Login

Now you can enter a new password and then also confirm that password by retyping it in the second box. Click on the “Submit” button when completed.

Registration

### Reset Password Confirmation

You **successfully** reset your North Dakota Login password for JaKrous .

For assistance with this online service, contact the [Service Desk](#).

If your password was successfully changed, you will be redirected to another page that states that. Click on the “Continue” button to finish/exit the Reset Password process.

## Forgot ND Login ID

You are entering [North Dakota Department of Public Instruction](#) Child Nutrition and Food Distribution System (NDFoods).

North Dakota  
login

**Already Registered - Not sure?**

North Dakota Login:

[Forgot Login](#)

Password:

[Forgot Password](#)

**New to North Dakota Online Services?**

Benefits of North Dakota Login

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- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

If you need assistance with **this Online Service**, [please contact North Dakota Department of Public Instruction](#).

Click on the “Forgot Login ID” link.

Registration

**Request North Dakota Login**

Enter the email address you used when creating your North Dakota Login:

**Details**

Email:

Confirm Email:

For assistance with this online service, contact the [Service Desk](#).

As a result of clicking on the “Forgot Login ID” link you will be taken to a Request North Dakota Login page, where you will need to enter and confirm the email address you registered with the State of North Dakota Login ID system.

Once the email address box is filled in, click on the “Request Login” button.

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You have the following State of North Dakota Login IDs associated with your email address:

sponsor1

If you need assistance, please contact Login Support using the following link:  
<https://test.apps.nd.gov/itd/services/link/1.0/id/DCF84D38A009FF61E7232C00F88C78F0>

Your State of North Dakota Login ID will be sent to the email address entered on the previous screen. The email address must have been registered with the State of North Dakota Login ID system.

Check your email and your State of North Dakota Login ID will be in that email.

## Contact Login Support

For technical problems stemming beyond Login ID maintenance, resetting passwords or requesting your Login ID, there is a link to “Service Desk” found on the ND Login home page.

Registration

### Support Contact Form

For general help with common questions, please check the [Frequently Asked Questions](#) page before submitting the support contact form.

North Dakota Login ID:

\*Name:

\*Email:

\*Confirm Email:

Telephone:  (2223334444) Ext:  (12345)

\*Description of problem or question:

*Normal processing for support contact will be during regular office hours of Monday thru Friday, excluding State holidays between the hours of 8:00am and 5:00pm CST.*

\*Required

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Login

Complete this form by filling in all the appropriate boxes. Boxes denoted with an asterisk\* need to have information inputted, when you are finished click the “Submit” button.