

SMC@ND Co-Exchange

Instructions for Notre Dame Account Activation and Registration

These instructions apply to all Saint Mary's Students who want to register for Notre Dame classes including students who must register for Notre Dame band/music classes, Notre Dame ROTC classes, and Notre Dame Center for Social Concerns Classes.

If you have questions, you can contact the Notre Dame Registrar's office at NonDegree@nd.edu or the Saint Mary's Office of the Registrar at Registrar@SaintMarys.edu.

Activation and Registration Checklist

The following six steps must be completed by their due date in order to be able to attend classes at Notre Dame. Please review the detailed directions for each step below the checklist:

- STEP ONE**: Complete the SMC@ND Co-Exchange Form. **This is due the last day before Fall/Spring break.**

- STEP TWO**: Receive NDID and Registration Time from the SMC Registrar's Office. **This email will be sent approximately one week before registration opens.**

- STEP THREE**: Activate your Notre Dame NetID and set up OKTA authentication. **You will receive an email to your Saint Mary's email from noreply@okta.com if/when you need to activate your account. It must be activated before you can register for classes.**

- STEP FOUR**: Find the class that you want to take by using "Class Search" at inside.nd.edu. **This can be done anytime after you have activated your NetID.**

- STEP FIVE**: Register for your Notre Dame Class. **This can be Completed anytime after your registration time that you received in step two.**

- STEP SIX**: Complete ND Roll Call at rollcall.nd.edu. **This can be done starting the Wednesday before classes and MUST be done no later than the sixth class day.**

Step One: Complete the SMC@ND Co-Exchange Form

Saint Mary's students who plan to take a course at ND must submit a [SMC@ND Co-Exchange Form](#) before leaving for Fall/Spring break to receive a priority registration time to register for a class during pre-registration. **If you miss this deadline, you can still complete the form. Students that submit forms after the deadline will not be able to register until the first day of the semester.**

Step Two: Receive NDID and Registration Time from the SMC Registrar's Office

You will receive a communication from the SMC Office of the Registrar that will contain your Notre NDID (Notre Dame 900-Number) and your registration start time. This communication will be sent to your SMC email address approximately one week before registration opens. You will need to complete step three prior to your registration start time.

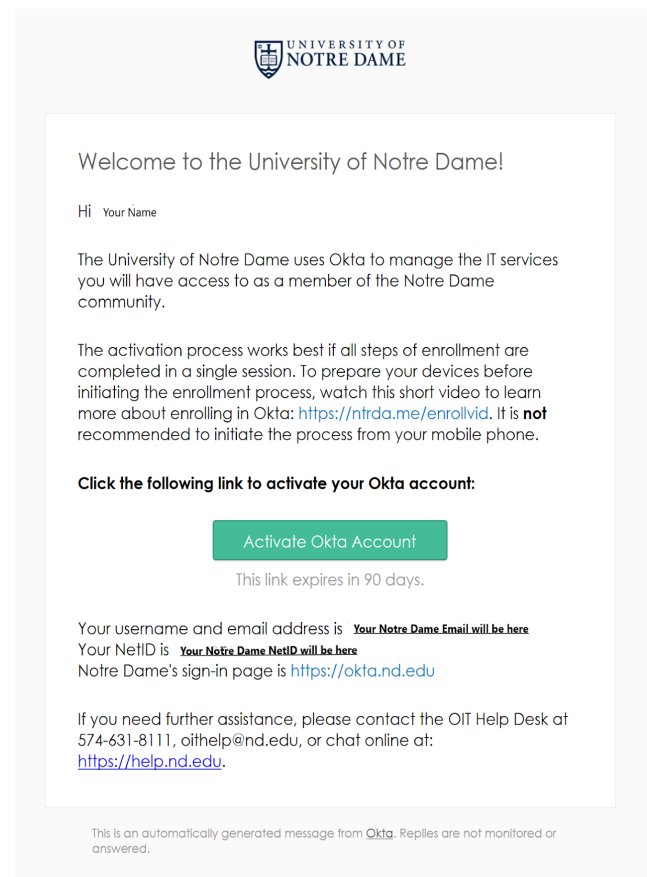
Step Three: Active Your Notre Dame Net ID and Set Up OKTA Authentication

Before your first semester and after you miss a semester taking classes, you will need to activate your Notre Dame Net ID and Set up OKTA Authentication. Around the same time that you receive your NDID, you will receive an email from NoReply@OKTA.com.

This email will have your Notre Dame Email and your NetID. Simply click on the "Activate Okta Account" button to be redirected to the NetID Activation page. Once you activate your NetID, you will then set up Okta authentication.

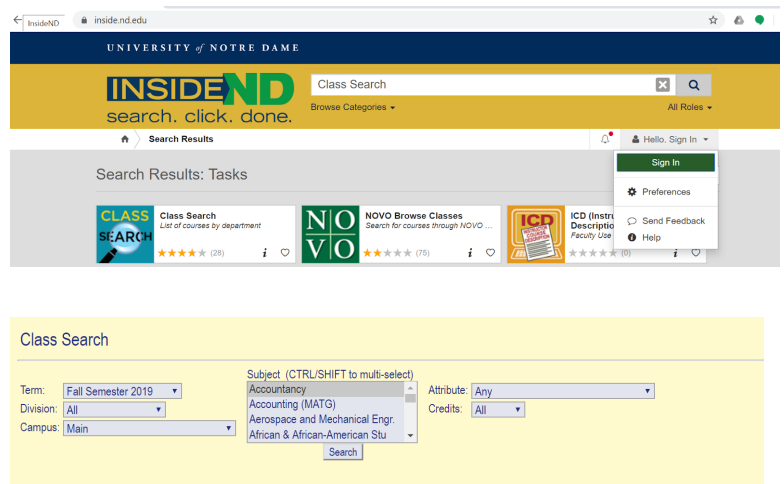
If you are currently taking a class ND and are signing up for class in the following semester (Taking a class in the fall and signing up for a Spring class or taking a Class in the Spring and signing up for the fall) then you do not need to reactivate your account. You can skip this step and go directly to Step 4.

If you do not receive the email from noreply@OKTA.com within 24 hours after receiving the NDID email (Step Two), contact the ND OIT department at 574-631-8111 to have them resend the NetID and Okta activation email.



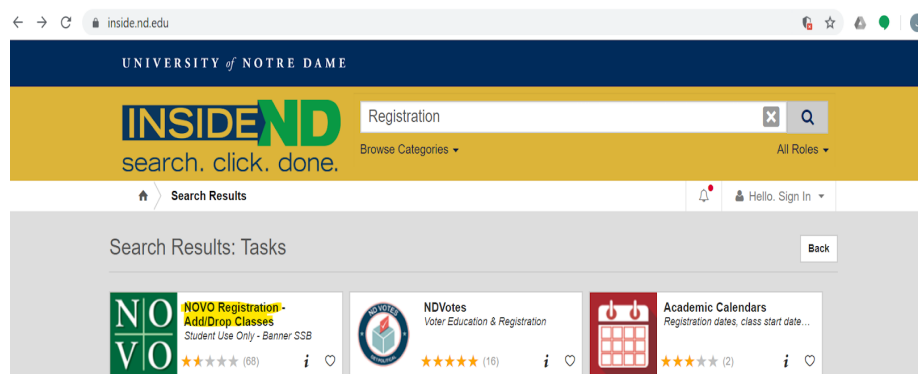
Step Four: Find Notre Dame Classes Using “Class Search”

Once you have activated your NetID, you can now go to inside.nd.edu to access the “Class Search” application. Once you log in to inside.nd.edu (using the sign in drop down on the top right of the screen), type “Class Search” into the search box at the top. Once you see the Class Search page, click Start and that will open up the class search. Please note, if there are any Restrictions or Pre-Requisites for the course, you must contact the department for that class in order to get an override.

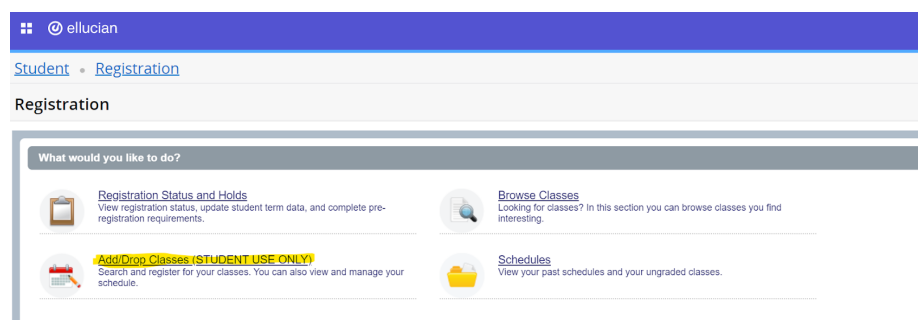


Step Five: Register for Classes using NOVO Registration

Once you completed the steps above and your registration period is open (the time you received in Step Two), you can now register for your ND classes through Inside.ND.edu. Once you log in to inside.nd.edu (using the sign in drop down on the top right of the screen), type “NOVO” or “Registration” into the search box at the top. Once you see the “NOVO Registration- Add/Drop” Icon, click on it to open up NOVO application.



In the NOVO Application, Select “Add/Drop Classes”. You can add the class that you selected in Step Four and register for that class. Please note, if there are any Restrictions or Pre-Requisites for the course, you must contact the department for that class in order to get an override prior to registering for the class.



Step Six: Complete ND Roll Call

Once you completed registration, you will need to complete ND Roll Call. This step will provide you with key information, collect information that we need, and confirm that you are attending the class that you are registered for. Roll Call will open the Wednesday before classes start and **MUST** be completed by the sixth day of classes. If you do not complete roll call by the sixth class day, you will be dropped from classes and cannot take a Notre Dame class that semester.

To complete Roll Call, go to <https://Rollcall.nd.edu>. You will be asked to log in with your ND NetID and password. Once you log in, you will be asked a series of questions. When you have completed all the steps, you will be taken to a confirmation page and receive a confirmation email.

