



Student Helpdesk

Student Accounts

All students are assigned a university username and password, which provides access to all university online services, including VIC, Moodle, Microsoft 365 (email), the wireless network, computer labs, and library databases.

Username Format:

Your username is created using the following convention:

First initial + up to 13 characters of last name + last 6 digits of your Campus Wide ID (CWID)

Example:

Victor Demon (CWID: 123456789) → **vdemon456789**

Initial Password Format:

Your default password will be:

Demons + six-digit date of birth (MMDDYY)

Example:

Date of birth 12/01/1884 → **Demons120184**

You may retrieve your username and default password through the [Student Accounts](#) page.

Multifactor Authentication

After successfully logging in to [VIC](#) for the first time:

1. Click **Password Management**
2. Select **Setup Password Reset**
3. Complete your **Security Info** profile by adding:
 - A personal email address
 - A mobile phone number

Completing your Security Info allows you to reset your password via email or text message in the future.



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VIC

The **VIC** portal (vic.nsula.edu) serves as your central hub for personal, financial, and academic information.

Through VIC, you can access:

- Moodle – Online Courses
 - Microsoft 365 (Outlook Email, OneDrive, Teams)
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Moodle

Moodle is the University's Learning Management System (LMS) and is used for online and web-supported courses.

To access Moodle:

1. Log in to [VIC](#)
2. Click **Moodle - Online Courses**

For tutorials, how-to guides, and testing resources, please visit the [Moodle](#) support page.

Microsoft 365

Microsoft 365 is provided to all currently enrolled students at no additional cost.

This service includes:

- Outlook email
- OneDrive cloud storage
- Teams collaboration
- Web versions of Word, Excel, PowerPoint, and OneNote

For tutorials, how-to guides, and download resources, please visit the [Microsoft 365](#) support page.



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Microsoft Teams

Microsoft Teams is part of Microsoft 365 and supports live class sessions, meetings, collaboration, and student organization activities.

Students, faculty, and staff all have access to Teams. A mobile app is available for smartphones and tablets, allowing you to stay connected while on the go.

For additional guidance, refer to the [Teams Basics for Students](#) resource page.

Webex

Cisco Webex is used for online training, workshops, and certain live class sessions.

When joining a university-hosted Webex session, please ensure you are using the official NSU site: nsula.webex.com

For additional guidance, refer to the [Webex Basics for Students](#) resource page.

Academic Records

For assistance with academic records available in VIC, please contact the [Registrar's Office](#):

-  [\(318\) 357-6171](tel:(318)357-6171)
 -  registrar@nsula.edu
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Computer Labs

Northwestern State University provides computer labs on each campus that are available to students at no cost during posted hours of operation.

For a complete list of lab locations and hours, please visit the [Computer Lab](#) page.



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113 Watson Library

Northwestern State University

 [\(318\) 357-6696](tel:(318)357-6696)

 sos@nsula.edu
