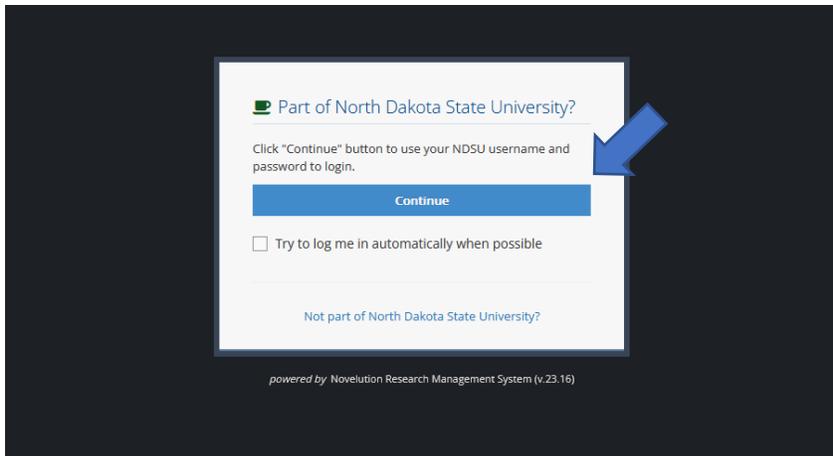
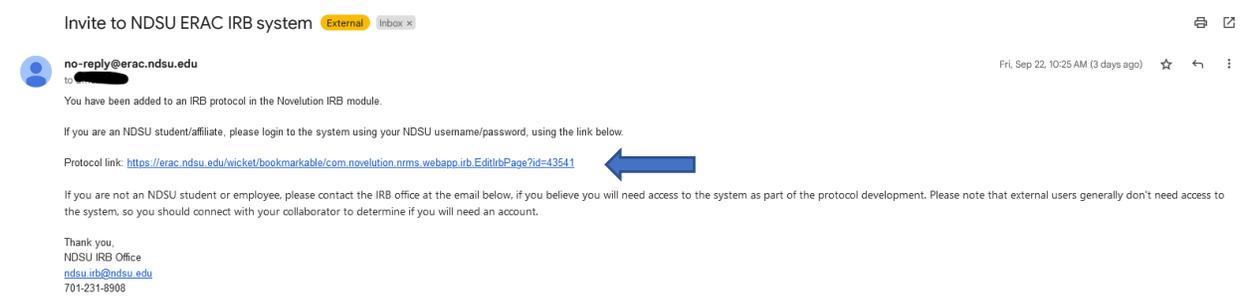


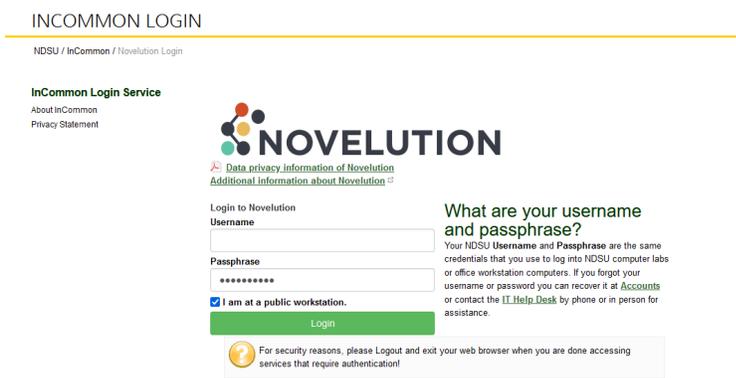
Setting up a Student Novelution Profile

When a student is added to a protocol, the student receives the following email from the Novelution system.

Click on the link to the protocol.



From the Log in page, click "Continue."



Enter your NDSU username and password. Click Login.

You will be automatically directed to your User Profile page. Scroll down until you see the “Default Lead Project Department.”

Positions/Units

Default Lead Project Department

Department/Unit*

First, you will select the College your department is under. Scroll until you see the Provost’s office, then you’ll see each of the Dean’s offices for the College.

Department/Unit*

Sub-Department/Unit

- Deans Office, Engineering (2450)
- Deans Office, Health&Human Sci (2650)
- Deans Office, Human Sci & Ed (2600)**
- Deans Office, Science & Math (2700)
- Graduate School (2820)
- Institutional Research & Analy (2050)

Department/Unit*

Sub-Department/Unit

- Allied Sciences (2680)
- Family HealthCare Pharm South (2676)
- Family Healthcare Pharmacy (2675)
- HHS Business Center (2652)
- Health, Nutrition & Exercise (2684)
- Human Dev and Family Science (2682)**

Next, select the appropriate department, and click Save.