How to Get my StarID

Carefully read through the following instructions on how to retrieve your StarID and the format requirements for creating a password. Then go to http://starid.mnscu.edu/go/activate to get your StarID.

Options 1 and 2 below are the most common means of identification to retrieve a StarID. If you did not provide your social security number or a personal email address on your application for admission, you can update either of these by completing Name and Address Form (a change of email and social security request form) and faxing or emailing it to the Records Office or by calling an authorized StarID administrator at the Normandale ITS Help Desk – 952-358-8181.

1. **Tech ID/Student ID:** the 8-digit number provided in your acceptance letter and last four digits of your social security number
   - You can also get your Tech ID number from college staff, in person, with acceptable photo identification
   - If you did not provide your social security number on your application for admission, you will receive an error message. You will need to use personal email option and request a verification code.

2. **Personal Email:** the email address you provided on your application when you applied to the college. A verification code will be sent to this address
   - If you did not provide a personal email address on your application for admission or the personal email address in the system is no longer valid, you will receive an error message. You can update your personal email address by completing Name and Address Form (a change of email and social security request form) and faxing or emailing it to the Records Office.

3. **Verification Code** once your identity has been verified, a temporary code is sent to you via the personal email you have in your student record with the college, or will be given to you by an authorized StarID administrator.
   - A verification code expires in one hour and can only be used once.

4. **Library Card Barcode:** not an option for Normandale students

What are the password rules?
To protect your private information, you need to choose a complex password and change it every 180 days. You will be sent an email notice when your password changes or is about to expire. Rather than send a notice to every email address on your profile, the system will use your preferred email. If you have only one address on your StarID profile, that is your preferred email. If you have more than one, you can log into Manage Profile to update it.

Your password needs:
- 8 to 28 characters
- At least three of the following types of characters:
  - uppercase letter
  - lowercase letter
  - number
  - special character !@#$%^&*()_-+=`{|}[]\":;'<>?,./
- To never have been used before as a password with StarID

Tips for creating passwords as well as steps to change your password can be found at https://starid.mnscu.edu/help/#passwords
Forgot your StarID or Password?
Go to https://starid.mnscu.edu/go/forgotpassword/

You will first be required to verify your identity by providing one of the following sets of identifiers:

- **Tech ID** and the last four digits of your social security number.
- The **Personal Email Address** associated with your eServices account.
- **Verification Code** a temporary code sent to you via the personal email you have in your student record with the college

Need Help?
Contact the Normandale ITS Help Desk at 952-358-8181