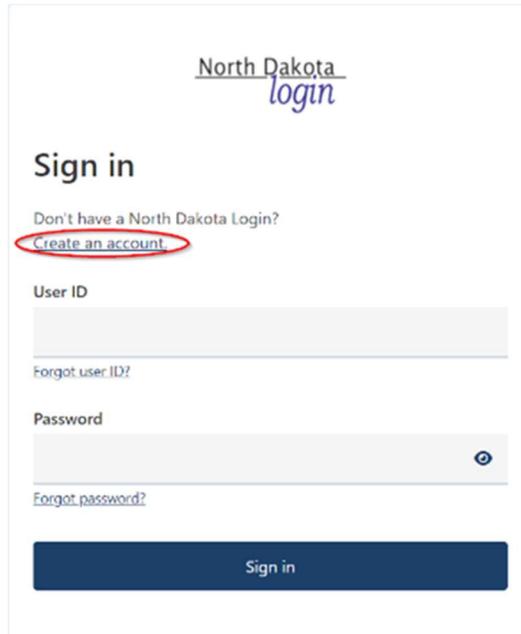


1. How to setup a New Account and Request Access to your Site
 - a. Navigate to the CERIS system at <https://ceris.deq.nd.gov/ext/ncore/external/home>.
 - b. Click on the **Sign In** button on the system home page.



- c. Click on the **Create an account** link



- d. Provide your first and last name, your desired user ID, and a password meeting the requirements. Provide an account recovery email and security question responses.

North Dakota
login

Create your account

* = Required

Account information

First name *

Last name *

User ID *

Password *

- ✔ 8 or more characters
- ✔ At least 1 uppercase letter
- ✔ At least 1 lowercase letter
- ✔ At least 1 number
- ✔ At least 1 special character

Password strength: Strong

Account recovery

Email *

An activation code will be sent to this email address. Use the activation code to complete setup for email recovery option.

Cell phone

An activation code will be sent to this cell phone. Use the activation code to complete setup for cell phone recovery option. Message and data rates may apply.

Security questions

Question 1 *

Answer 1 *

Question 2 *

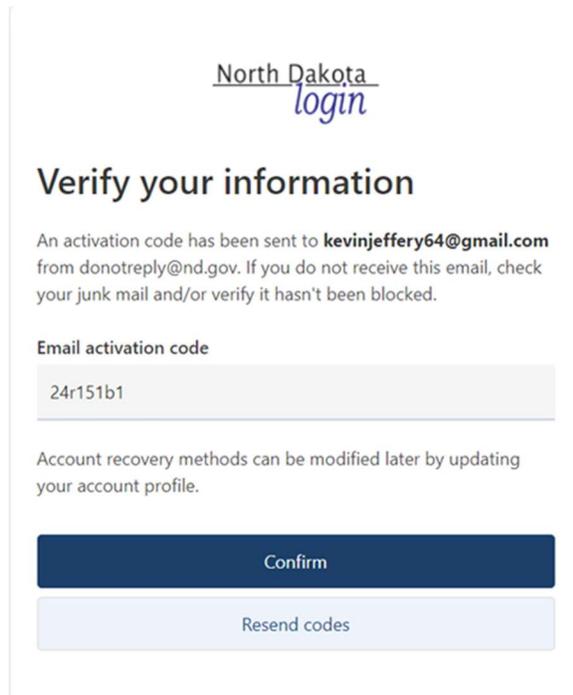
Answer 2 *

By clicking "Create account" you agree to the [Terms of Use](#).

Create account

Cancel

- e. After clicking **Create Account** you will be prompted to enter an activation code from an email to the address you provided, then click **Confirm**.



- f. You will be presented with the following confirmation screen.



- g. Click **Return to online service** to be redirected to the NDLogin screen.
- You may need to renavigate back to <https://ceris.deq.nd.gov/ext/ncore/external/home>.
 - Click **Sign In**. Provide your user ID and password and click **Sign in**.



Sign in

Don't have a North Dakota Login?

[Create an account.](#)

User ID

sybilfawty

[Forgot user ID?](#)

Password

.....



[Forgot password?](#)

Sign in

- h. You will be prompted to provide responses to five challenge questions for use in CERIS when making electronic data submissions. Select your desired questions and provide responses and click **Save**.

Set Up Security Questions

To continue using the CERIS-ND system, you must first set security questions for your account.

For each of the following fields, choose a challenge question prompt from the available options, and provide a corresponding answer.
To help keep your account secure, choose question/answer pairs that will be both **easy to remember** and **difficult for others to guess**.

Security Question 1

Choose a question prompt...

Your answer

Security Question 2

Choose a question prompt...

Your answer

Security Question 3

Choose a question prompt...

Your answer

Security Question 4

Choose a question prompt...

Your answer

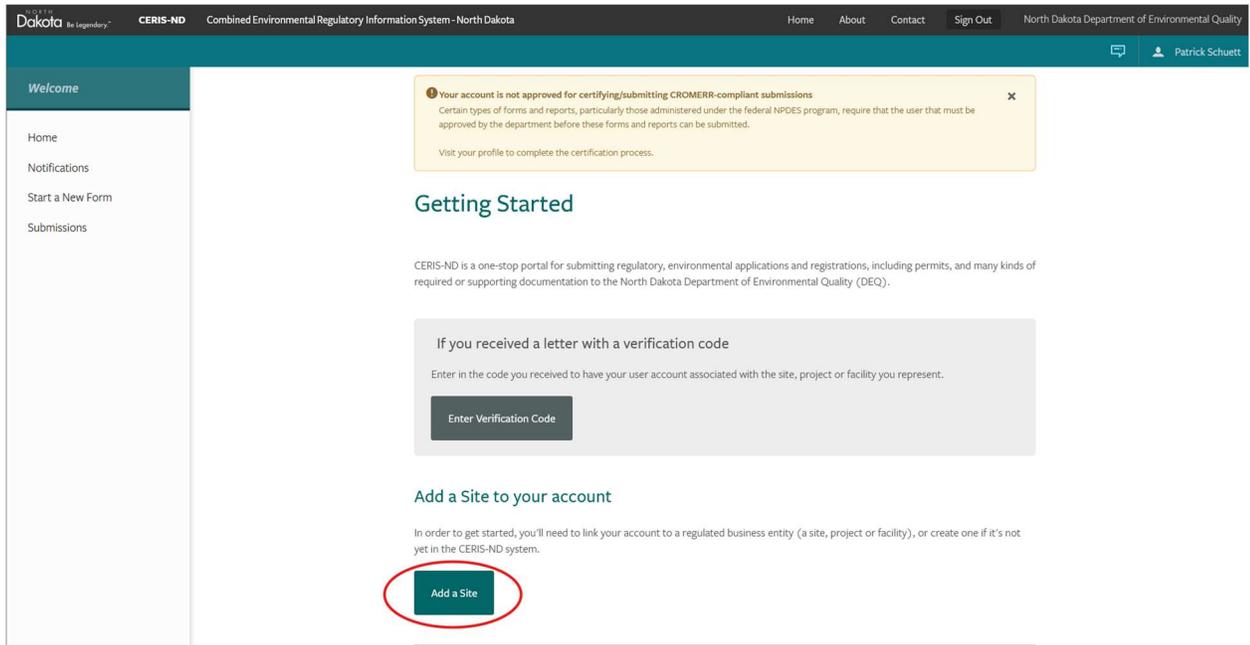
Security Question 5

Choose a question prompt...

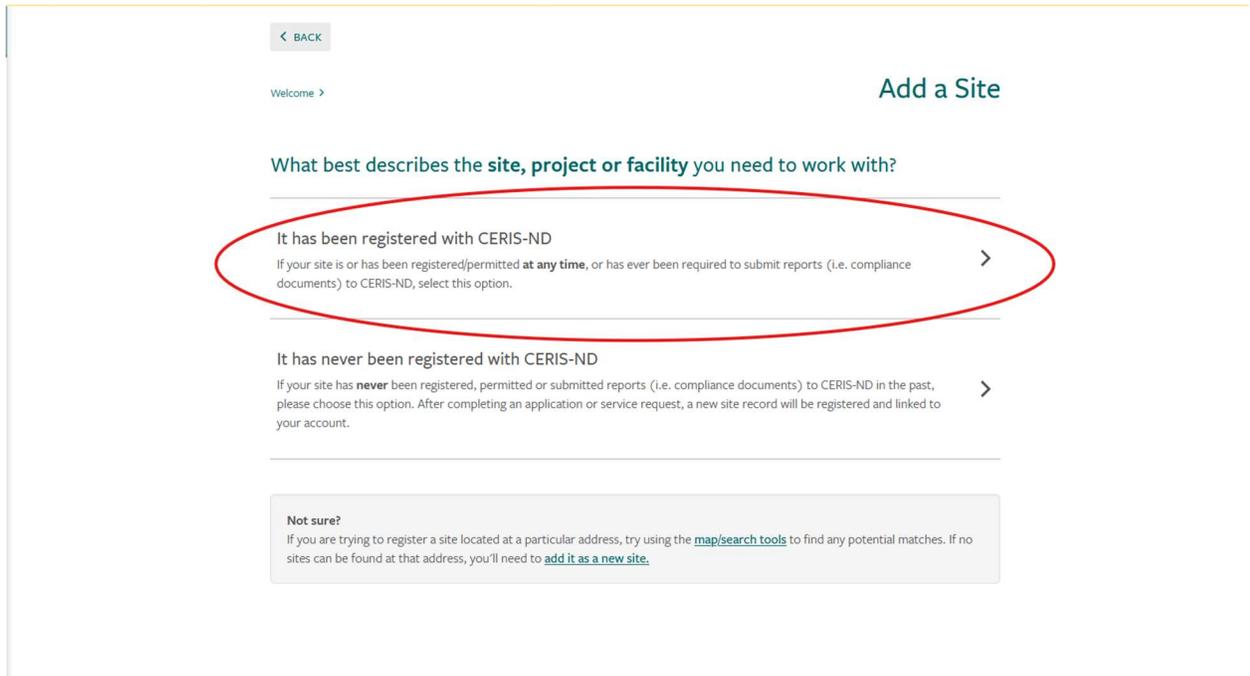
Your answer

Save

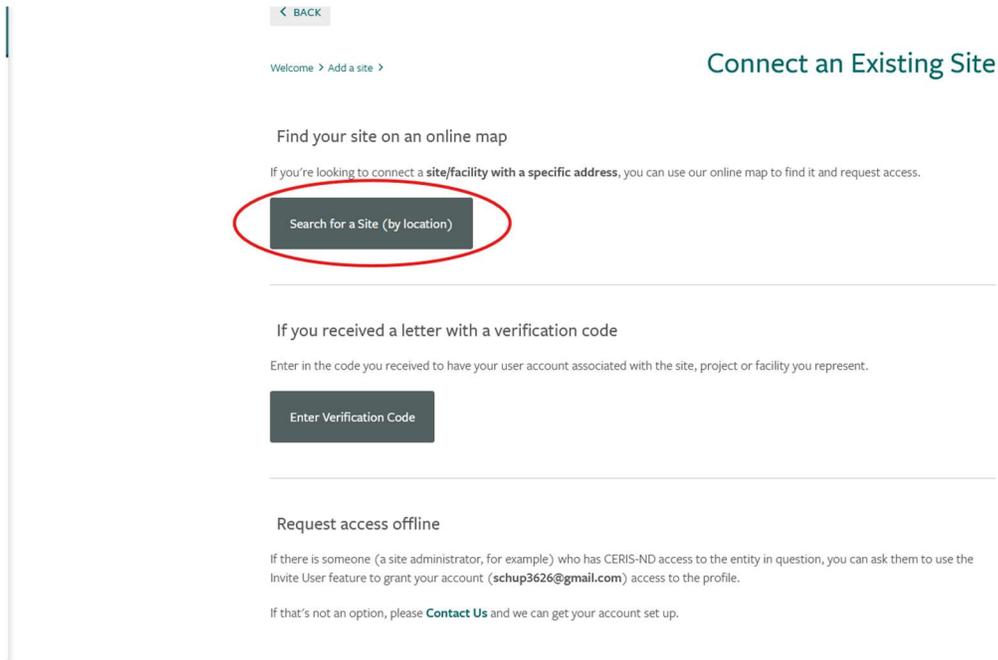
- i. After logging in, the Welcome page displays a section titled "Getting Started". Within this section, there is "Add a Site to your account".



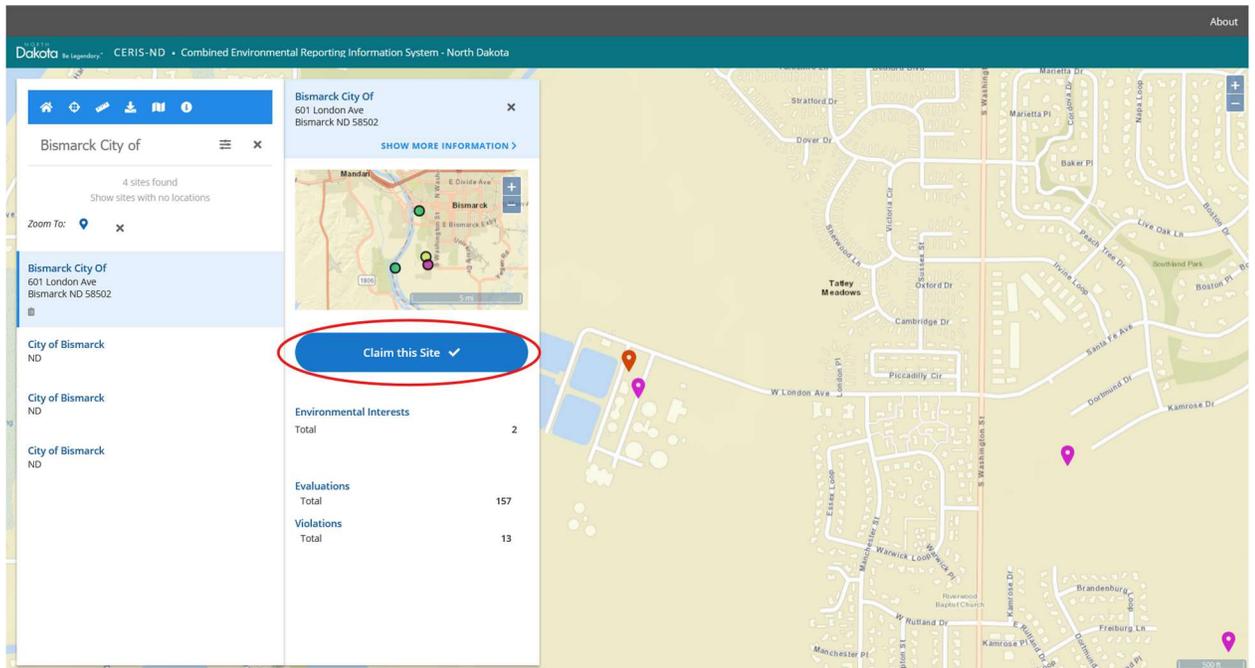
- j. The “Add a Site” page will come up with the question of “What best describes the site, project or facility.....Click on **It has been registered with CERIS-ND**



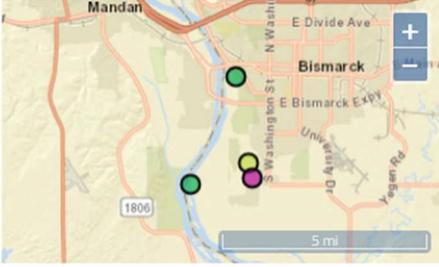
- k. The “Connect an Existing Site” page will come up. Click **Search for a Site (by location)**



- l. Search for your site using the available search options. When the selected site is located either in the search result list or displayed on a map, select the site by clicking on the search result item or the pin icon displayed on the map. The Site Profile panel is displayed.
- m. Click the Claim this Site button on the Site Profile panel. The user is prompted to enter a name, email address, and phone number. Enter this information and click the Submit button.



Bismarck City Of ✕
601 London Ave
Bismarck ND 58502
[SHOW MORE INFORMATION >](#)



Claim Site

NAME ✕
Testing

PHONE ✕
7013285210

EMAIL ✕
testing@gmail.com

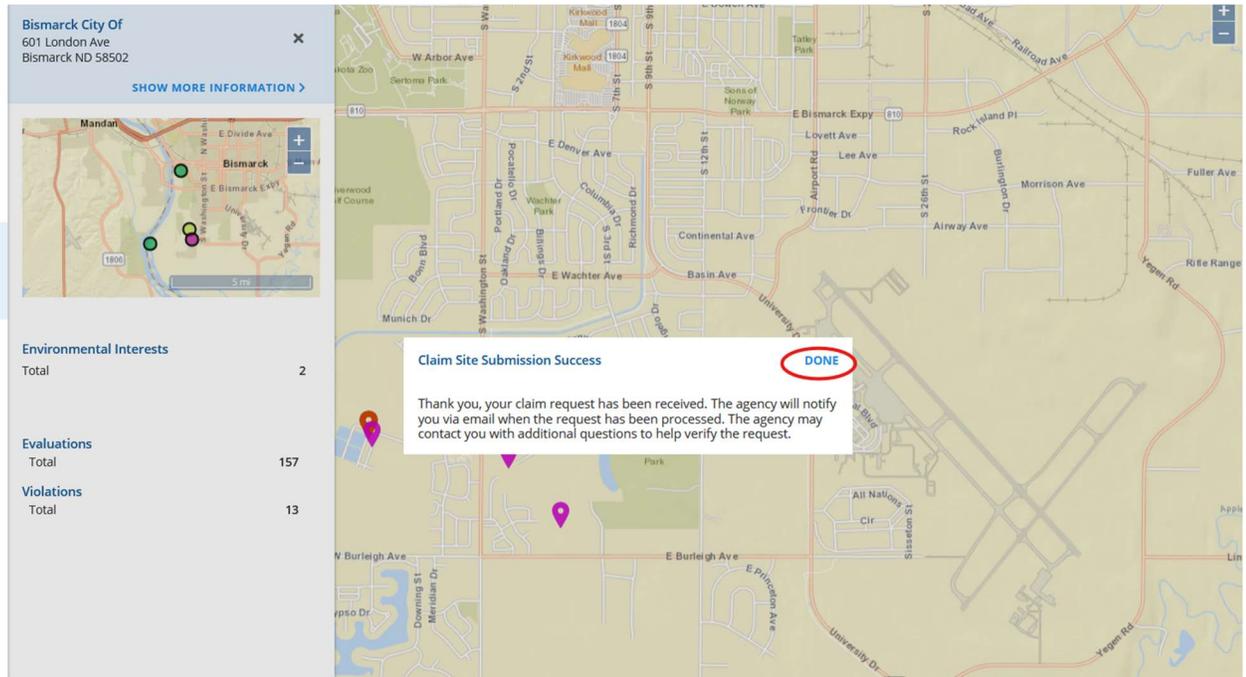
REQUEST REASON
Test/Instructions Development

Account Role
Viewer ^

SUBMIT

I'm not a robot 
reCAPTCHA
Privacy - Terms

- n. The claim request is now submitted and will be reviewed by either an existing, active site administrator (member of the regulated community that is previously affiliated with the site) or by an authorized agency representative. Click **DONE**.



- o. Once the request has been approved, you will receive a notification email. Click on the invitation link to complete the process.

