

Instructions for how to create individual Login ID's.

If the new user doesn't already have a North Dakota Login, they'll need to go COSMOS login screen and select Create Account on the right side of the screen. Once that is complete, then proceed to the step below.

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota Department of Corrections and Rehabilitation

COSMOS

Login

You are entering [North Dakota](#) DOCR COSMOS.
Enter your Login ID and password

North Dakota *login*

User ID:
[Forgot User ID](#)

Password:
[Forgot Password](#)

Login

Already Registered - [Not sure?](#)

[Update your account](#)

New to North Dakota Online Services?

Create Account

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

[Accessibility](#) [Disclaimer](#) [Privacy Policy](#) [Security Policy](#) [W3C CSS](#) [W3C WAI](#) [W3C XHTML Compliant](#)

From the COSMOS home screen, click on Profile

North Dakota Department of Corrections and Rehabilitation

Home Profile Filing Cabinet Search Payments

Welcome Bismarck Shelter Log Out

View Profile

General Details

Name: City of Operation: Email: Subgrantee Number:

Agency Type: Agency Focus:

Physical Address: Mailing Address:

[Edit General Details](#)

Contacts

[Add Contact](#)

Name	Login ID	Phone	Email	Role(s)
John Tester	cosmosite1	701-328-6195	docrgrants@nd.gov	Fiscal Point of Contact Performance Reporting Point of Contact

DUNS/SAM Info

DUNS Number: SAM Expiration Date:

[Edit DUNS/SAM Info](#)

Then select a specific individual

View Profile

General Details

Name: City of Operation: Email: Subgrantee Number: 03

Agency Type: Private Non-Profit Agency Agency Focus: Rape Crisis

Physical Address: Mailing Address: (Same as physical address)

Edit General Details

DUNS/SAM Info

DUNS Number: SAM Expiration Date:

Edit DUNS/SAM Info

Contacts

Add Contact

Name	Login ID	Phone	Email	Role(s)
Test User3	cosmosite3	701-333-4444		Fiscal Point of Contact Point of Contact Performance Reporting Point of Contact

Once you click on the specific individual the “Edit Contact” window will appear. From there you can change the Login ID to something different than what it is.

CAUTION If you change the Login ID and click “Save” in the next step that user will not be able to access COSMOS until DOCR approves it.

The screenshot shows the 'View Profile' page with an 'Edit Contact' modal window open. The modal contains the following fields and options:

- *First Name: Test
- Middle Initial: [empty]
- *Last Name: User3
- *Login ID: cosmosite3 (highlighted with a red circle)
- *Phone: 7013334444
- *Email: [empty]
- *Role(s):
 - Point of Contact
 - Fiscal Point of Contact
 - Performance Reporting Point of Contact

At the bottom of the modal are buttons for 'Cancel', 'Save', and 'Delete'.

Click “Save”

View Profile

General Details

Name:

*First Name: Middle Initial: *Last Name:

Agency Type: Private Non-Profit Agency Agency Focus: Rape Crisis

Physical Address: Mailing Address (Same as physical a)

Edit General Details

Contacts

Add Contact

Name Login ID

Test User3 cosmosite3

*Login ID:

*Phone:

*Email:

*Role(s):

- Point of Contact
- Fiscal Point of Contact
- Performance Reporting Point of Contact

Cancel

Save

Delete

DUNS/SAM Info

DUNS Number: SAM Expiration Date:

Edit DUNS/SAM Info

Fiscal Point of Contact
Point of Contact
Performance Reporting Point of Contact