How to Create a login

1. Go to myaccess.cod.edu web site. Click “I’m New to myACCESS/Reset My Password” on the right side of the home page.
2. Enter your **last name** and either your **SSN** or your **7 digit C.O.D. ID** then click **SUBMIT**
3. Your myACCESS login ID will display on the next page (remember this ID). Select from the drop down box and choose the e-mail address where we can send your temporary password. Click SUBMIT.

- Retrieve your temporary password from your selected e-mail account.
4. Proceed to the “Log In” button at the top of the page to access your account. The first time you log in to myACCESS you will be required to enter your myACCESS login ID and change your temporary password. Passwords must be 6 to 9 characters in length and include both letters and numbers. Please note that both the username and password are case sensitive.
5. Enter myACCESS login ID and temporary password, then click **SUBMIT**.

6. On the right side of the menu, click on the bar labeled “myACCESS for Students.”

If you are having technical issues viewing the myACCESS web site, contact the Student Help Desk at (630) 942-2999 or e-mail studenthelp@dupage.edu