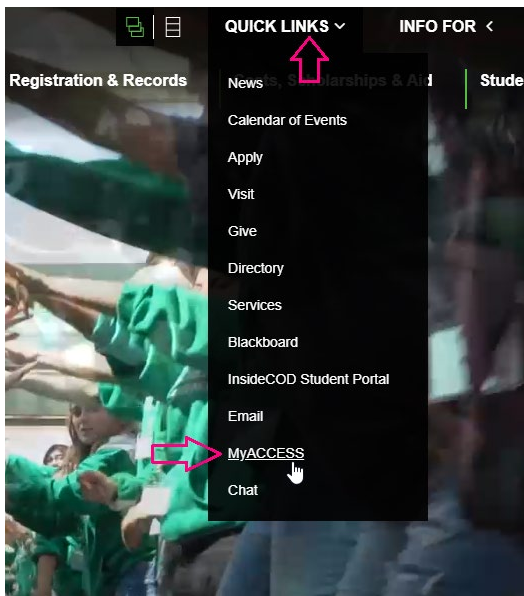


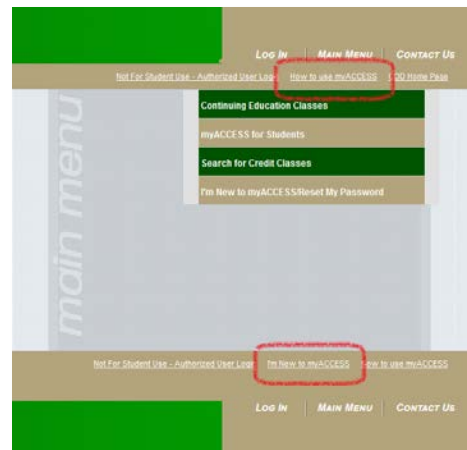
Logging into myACCESS

A guide for Continuing Education students

1. To log into your myACCESS account, go to the College of DuPage homepage at www.cod.edu and click on the **myACCESS** link in the left-hand column of the page.



2. Click on the one of the **I'm New to myACCESS** links located at the top and bottom of the right hand side of the page.



Note that you can also click on this link later if you ever forget your myACCESS login-ID or password.

3. The first page will explain the **I'm New to myACCESS** process. Click the **OK** button to proceed.

New to myACCESS?

Please read these four steps before clicking [OK] to continue with creating your myACCESS account.

1. **How do I create my username for myACCESS?** - You will be asked to enter information on the next screen, but first read steps 2 - 4.
2. **Select an e-mail address:** If you have a personal email address already on file with the College of DuPage, you will be asked to select an e-mail address to which your temporary myACCESS password will be sent.
3. **Check your e-mail:** Check the email account that you selected to obtain your temporary myACCESS password.
4. **Log in to myACCESS:** The first time you log in to myACCESS you will be required to enter your username and change your temporary password.

Please click OK to proceed.

OK

4. Enter your last name and either your Social Security Number or your 7-digit student ID number. Then click **Submit** to continue.

What is my Username?/Reset my Password

In order to retrieve your username you must fill in your last name and one of the two identifying numbers.

Having difficulty? Try the below Last Name search tips:

- If your name begins with Mc or Mac, you may need to separate the rest of your name with a space. (Ex. Mc Doe)
- If your name contains an apostrophe, you may need to substitute it with a space. (Ex. O'Connell)

* - Required field

Last Name:

OR

SSN:

OR

Student ID:

Submit

- Your myACCESS login-ID will be displayed in red. Select the e-mail address you wish to send the temporary password to from the drop-list. Click **Continue** to proceed.

Select an e-mail address

Here is your myACCESS username =====> **publicj123** <=====

Need your password reset?
 Select an email address from the drop down box or check the "No Email" box and click continue. Leaving this page without hitting continue will not reset your password.
Note: The temporary password will expire within 24 hours.

Send my temporary password to this email address:

No Email: (I do not want to use the email address(es) listed in the dropdown box)

CONTINUE

Note that you should not send the temporary password to your student e-mail address. If you do not have another e-mail address on file please contact the Student Support Helpdesk for further assistance.

- Now log into the e-mail account that you sent your temporary password to. Look for a message with the subject of "myACCESS Response." Open the message and copy the temporary password into the clipboard. Then return to the myACCESS website.

- Once you are back on the myACCESS website, click on one of the **Log In** links located at the top and bottom of the right-hand side of the page to log in.



- Enter your myACCESS login-ID and then paste the temporary password from the clipboard. Click **Submit** to log in.

myACCESS Log in

[Send me my password hint](#) [Need Help?](#)

The username and password fields are both "case sensitive" fields.

Username:

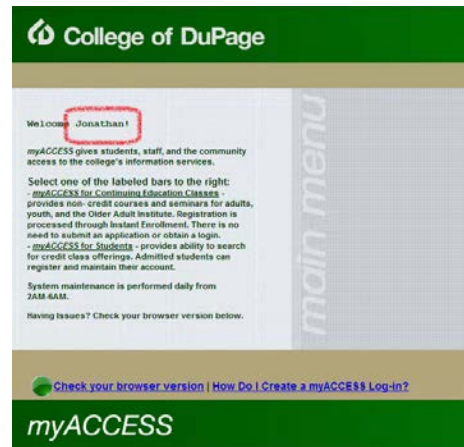
Password:

SUBMIT

9. The first time that you log into myACCESS you will be prompted to change your password. Enter your myACCESS login-ID and paste the temporary password into the first two fields. Then select a new password and enter it into the next two fields. Click **Submit** to continue.

Remember that your password must be 6 to 9 characters in length. It must include at least 1 letter, 1 number, and cannot include any part of your name.

10. Once you are logged in, you should see your name displayed on the left-hand side of the page.



11. To log out of myACCESS, click on one of the **Log Out** links located at the top and bottom of the right-hand side of the page.



Please contact the Student Support Helpdesk if you have any questions regarding your myACCESS account. The Student Support Helpdesk can be reached at (630) 942-2999 or at studenthelp@dupage.edu.