myACCESS Account Set Up / Reset Password
This guide will show you the steps you need to take to set up your myACCESS Account or to reset your password if you have forgotten it.

Your username and password are used to log into the student portal inside.cod.edu, myACCESS, Student Planning, Blackboard and your student email.

1. Go to the website myaccess.cod.edu. You can also find a link to myACCESS on the “Quick Links” menu near the top of the homepage of www.cod.edu

2. On the myACCESS homepage click on “I’m New to myACCESS/Reset My Password” circled in red below.

3. The instructions will be displayed. Read the instructions and click OK.
4. Enter your Last Name and either your SSN or your 7-digit COD ID, then click SUBMIT.

![Image of Username/Password Reset Form]

5. Your myACCESS username will display in red. Make note of your username, you will need it later. From the drop-down menu, choose the email address where your temporary password should be sent, then click SUBMIT. If your email address needs to be updated, please call the Registration Office at 630-942-2377.

![Image of Select an e-mail address]

![Image of myACCESS]

6. Retrieve your temporary password from the email account you selected in the previous step.

7. Go back to myaccess.cod.edu and click the “Log In” button at the top of the page. Enter your myACCESS username and temporary password, then click SUBMIT.

The first time you log in to myACCESS, you will be required to 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.

If you are unable to log into myACCESS after resetting your password, or if your account is locked contact the Student Helpdesk at (630) 942-2999 or studenthelp@dupage.edu.

**After you set up your account you may begin using the student portal inside.cod.edu.** You will be asked to enter the username and password you just created. The portal inside.cod.edu has a user-friendly interface and gives you entry to myACCESS, Student Planning, Blackboard, Math Placement testing and Student Email from one screen.