

myACCESS

A self-service web site for students.



Helpful tips for students

1. Create a login

- Go to **myaccess.cod.edu**
- Click "**I'm New to myACCESS/Reset My Password**" and click "**OK.**"
- Your myACCESS login ID will show up on the screen, along with a prompt to select an e-mail address. If you do not have an e-mail address on file, you will be asked to enter a personal e-mail to which your temporary myACCESS password will be sent.
- Check the e-mail account that you selected or entered to obtain your temporary myACCESS password.
- Retrieve your temporary password and 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. Please note that both the username and password are case sensitive. Include both letters and numbers.

2. Search for classes

There is no need to login to myACCESS.

- Go to **myaccess.cod.edu** web site
- On the right side of the home page, click on the green bar labeled "**Search for Credit Classes**"
- You must choose at least **THREE** search criteria:
 1. Select a term (ex. Summer 2011) or enter Starting/Ending Dates (use the format mm/dd/yy) for classes that are of interest to you
 2. Then select another search criteria:
 - If you are interested in a course, select the Subject drop down box and pick one (ex. *Art*). If you know the course number, enter that in the Course # box (ex. 1100). Or leave it blank and you will see all *Art* classes.
 - Or choose a time, day, or location that works best for you.
 - Or enter a keyword (ex. *Painting*) in the Course Title keyword box.
 - Or enter the last name of your favorite instructor in Instructor Last Name.
- Click SUBMIT and page through your results.
- Click OK to search again.

3. Register and Pay for classes

- Go to **myaccess.cod.edu** web site.
- Click on LOG IN (on the upper right side of the home page).
- Enter your myACCESS ID and password then click SUBMIT. If you don't know your myACCESS ID, go to "**myACCESS for Students**" under "**User Account**" and click on "**What is my Username?/Reset my Password.**"
- On the right side of the menu, click on the gold bar labeled "**myACCESS for Students.**"
- Under the **Registration** heading, click on **Search/Select Classes.**
- Select a Term and at least one other criteria to find classes, then click SUBMIT
- Under the Select column, check the classes you want, then click SUBMIT.
- On **Register and Drop Sections**, you see these selected classes in your "shopping cart."
Leave them here until later.
OR choose the Action "register" in the drop down box and click SUBMIT
- On **Registration Results**, you will see your registered sections.
- Check the **Financial Agreement box** at the bottom of the screen then click SUBMIT.
- Select from **Tuition and Fee Payment Options** and follow the steps until you receive confirmation of payment.
- On the **Section Selection Results page**, you will see your registered sections, along with additional information and important dates. From this screen you can print your schedule of classes

4. View grades

- Go to **myaccess.cod.edu** web site.
- Click on LOG IN (on the upper right side of the home page).
- Enter your myACCESS ID and password then click SUBMIT.
- On the right side of the menu, click on the gold bar labeled "**myACCESS for Students.**"
- Under the **Academic Profile** heading, click on **Grades.**
 - To view grades prior to Spring 2009, click the Transcript link.
 - For Spring 2009 grades or later, select the appropriate term and click SUBMIT.

5. Contact us

- Go to **myaccess.cod.edu** web site.
- Click on LOG IN (on the upper right side of the home page).
- Enter your myACCESS ID and password then click SUBMIT.
- Click on the CONTACT US link (on the upper right side of the web site).
 - This page provides contact information for administrative offices on campus. You should find office locations, e-mail addresses and phone numbers.
 - 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**.