Getting Started With MyACCESS, Blackboard, Student Email, and the Portal

MyAccess is used for:
- Registering and/or dropping classes
- Viewing your class schedule
- Viewing your grades
- Viewing and making payments to the College
- Viewing information about your financial aid
- Viewing and requesting transcripts

Blackboard is used for:
- Class announcements, class discussion boards, and class assignments
- Electronic submission of assignments
- Online grade books
- Shared file space for classes
- Class assignment calendars

Student Email (Office 365/Outlook) is used for:
- Accessing your @dupage.edu email and personal calendar
- Reading email from your instructors and college departments
- Setting up email forwarding (inbox rules)

Student Portal (InsideCOD) is used for:
- Reading college wide announcements
- Viewing details of college events
- Quick access to MyAccess, Blackboard, and Student Email
- Updating contact information for COD Alerts/Emergency Alerts

How do I get started?

Setting up your account on MyACCESS should be your first step since this triggers the setup of your Blackboard and @dupage.edu email accounts.

If you have never signed on to MyACCESS before go to https://myaccess.cod.edu and follow the steps under “I’m new to MyACCESS” to set up your MyACCESS id and password.

How do I access my @dupage.edu email?

Sign into the email system using your MyACCESSid@dupage.edu and your MyACCESS password. To access the student email system, go to the College of DuPage homepage (http://www.cod.edu) and click on the links for the email system.

When prompted for your user name enter your student email address which is MyACCESSid@dupage.edu. (Don't forget to include the @dupage.edu part of your ID!)

Use your MyACCESS password when prompted for your password.

How do I access Blackboard?

The Blackboard site can be accessed by going to http://bb.cod.edu. The Blackboard ID and password are the same as the ID and password that is used for MyACCESS. Please note that not all instructors are using Blackboard.
**How do I access the student portal?**

To access the student email system, go to the portal sign on page (http://inside.cod.edu). Use your MyACCESS ID and password to access the system.

**What if I need additional help?**

If you have a question on a particular feature that you can't figure out from the online help, you can contact the College of DuPage Student Help Desk at 630-942-2999, via email at studenthelp@dupage.edu. Lab aides in the Academic Computing Center Open Lab (SRC 3000) or MAC Building Computer Lab (MAC 189) can also assist you when you visit the lab.