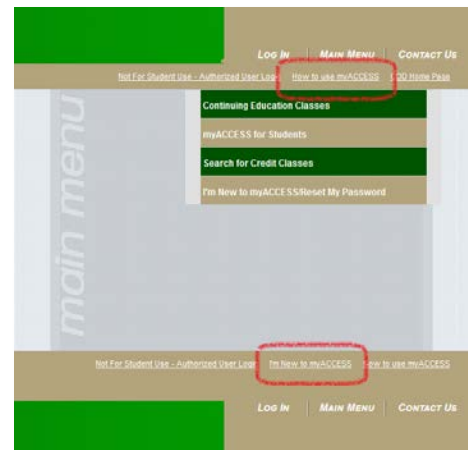
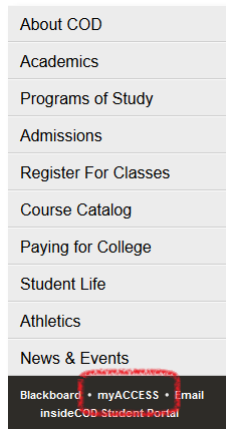


# Logging into myACCESS

A guide for Continuing Education students

1. To log into your myACCESS account, go to the College of DuPage homepage at [www.cod.edu](http://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.
4. Enter your last name and your 7-digit student ID number. Then click **Submit** to continue.

A screenshot of a web page titled 'New to myACCESS?'. It contains four numbered steps for creating a myACCESS account. At the bottom, there is a 'Please click OK to proceed.' instruction and an 'OK' button highlighted with a red box.A screenshot of a web page titled 'What is my Username?/Reset my Password'. It contains instructions for retrieving a username and a form with fields for 'Last Name', 'ID#', and 'Student ID'. At the bottom, there is a 'Submit' button highlighted with a red box.

- 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:

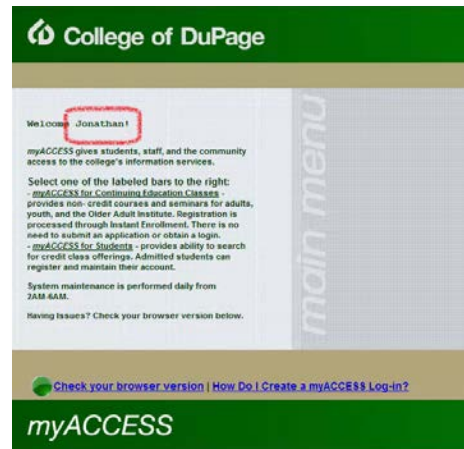
Password:

**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](mailto:studenthelp@dupage.edu).*