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 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.
5. 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.

6. 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.

7. 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.

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