When your register for the first time at CDU, you will be assisted by staff members from the Library, LRC, and/or information systems departments to create two username/passwords:

1. **Blackboard**: This username/password allows you to access the Blackboard content for the courses you are registered for each semester you are at CDU. Depending on the course, assignments, grading, and other course-related materials will be located here. Once your account has been created, you can change the password at any time to match your myCDU account. Once you are logged in to Blackboard, click My Place in the upper right corner. Then select change personal information, then password.

2. **MyCDU**: This username/password allows you to access a wide variety of services and resources at the university.
   - **CDU Student Portal (myCDU)**: current registration, past grades, and financial status.
   - **CDU Webmail**: This is the University’s email system. You will be using it for communicating with your faculty. Check it frequently for important university announcements. For students, the username in the entire email address. Example: “myname@cdrewu.edu.”
   - **Student wireless access**: Using the student wireless portal gives you access to all of the online resources of the library. Currently the CDU wireless system is in transition and you may not need to log in.
   - **Off-campus access to library resources**: When you are at home, or at Starbuck’s, you can go to the library’s home page (http://library.cdrewu.edu) and log in with your MyCDU username and password to be able to retrieve journal articles and ebooks just as if you were on campus. DO NOT add “@cdrewu.edu” to your username.

   **YOUR MyCDU PASSWORD MUST BE CHANGED EVERY SIX MONTHS**

**How to change your MyCDU password:**

Using the Self Service Reset Password Management System: This should be used if you have forgotten your password and cannot get into your webmail, wireless, or library resources. When you initially set up your MyCDU password, you enrolled
in the SSRPM. At that time, you created three security questions/answers. To get to the SSRPM, go to https://psswrд.cdrewu.edu/

Click on “Reset your password.” Then enter your username, leave domain set to “cdrewu,” and click on “Continue.” You must now enter the answers to your security questions EXACTLY as you set them up. For example, if you said your favorite car was “porsche,” then “Porsche” won’t work. Then type in your new password twice.

For more information on the SSRPM, see the next page in this guide or go to the Library FAQs page on the library’s website (http://library.cdrewu.edu).

A library staff member at the circulation desk may be able to help you change your password.

Faculty and staff may reset their passwords using Webmail (very easy): If you have been using CDU Webmail, you will get a message telling you that your password must be changed. While you are in Webmail, go to the upper right corner of the screen and click “Options.” Then, from the box at the left side of the page, click on “Change password.” Type in your current password, then the new one twice (see below for requirements). Then click “Save” in the area just below the gold stripe. That’s it! You’re good for another six months.

Standards for MyCDU passwords:

At least 6 characters
At least ONE of ALL of the following:
   At least 1 upper case (capital) letter
   At least 1 lower case letter
   At least 1 number
May NOT include:
   A previously used password
   Anything based on your name. For example, Charles Drew couldn’t use the password “Charles1,” even though it otherwise meets standards.