

CAMPUS STUDENT – HOW TO ACCESS

Every student will be provided with their Username and Password to access Campus Student. For questions about your account, please contact your Campus Liaison or school designee.

- ✚ Username = Student ID Number
- ✚ Password = xxmddy
 - xx = First Initial of First Name, First Initial of Last Name (lower case)
 - mddy = (month, day, year of birth)
 - Example: Johnny Smartguy-DOB, May 24, 2000, Password = js052400

Enter the following web address into your web browser:

campusportal.ccsd.net

1. Enter your Username and Password.
2. Click **Log In**.

3. Upon your initial sign in you will be prompted to change the default password to a new password.

- You'll also be asked to enter and confirm an Account Security Email address and your Campus password.

Note: It is important to set up the Account Security Email address. This email address will be used to help you through the recovery process. This recovery process is initiated by the **Forgot Your Password?** and/or **Forgot your Username?** buttons on the Campus login screen.

If you do not set up your email address, you will not be able to use these features and will need to contact the school's Campus Liaison for assistance.

All Campus Student users (except CCSD staff using his/her AD credentials) have the ability to change their own password or retrieve a forgotten username or password through the Account Settings process. You must log into your Campus account to access the Account Settings.