Employee Intranet Account Process

New staff members will be able to activate their accounts after their paperwork has cleared Human Resources, and they have been assigned an ID number. To qualify, you must be a current Part or Full Time employee, or an instructor contracted to teach a current course.

In order to access VPN and Banner, you will first need to activate your Intranet Account, commonly referred to as your Network Account. Your Intranet account is what you use for logging into the Intranet, logging in to your Concordia email account logging in to Blackboard, and connecting to the network via VPN.

Network Accounts are accessed with a **username and password**. Your username is a combination of your first and last name. You will create your own password when you create your account.

To begin the account creation process, navigate to http://myprofile.cu-portland.edu. On the home screen, click the "Create an Account tab".

The next step is verifying who you are, and if your account is qualified for account creation. To do this, choose one of the following options:

Account Creation

Welcome to the Concordia University network account creation system. A network username & password will grant you access to systems such as WebCT/Blackboard, Concordia E-mail, the Concordia Intranet, and more. Only qualified users will be permitted to create a network account.

| Sign In | Create an Account |

To begin the network account creation process, we need to determine who you are. There's several ways to do this.

If you know your my.CU ID and PIN:

my.CU ID (G00xxx): G00123456

my.CU PIN: ••••••

LOGIN

If you know your my.CU ID, but not your PIN:

my.CU ID (G00xxx): [   ] (eg. G00123456)

START

Choose the second option and enter your ID number.

You will be prompted to answer three security questions based on your Banner records.

my.CU Authentication

Please answer these questions, based on your official student records.

Social Security Number: [   ] (no spaces/dashes)

Date of Birth: [   ]-[   ]-[   ] (eg. 01-01-1995)

ZIP Code: [   ] (5 digit ZIP – permament address on record)

START

We're here to help. Click here to e-mail the Help Desk, or call (503) 493-6300.

Rendered in 0ms.

Once you have entered your information, MyProfile will verify your account status. Please do not refresh or close your browser while this is happening; it should only take about 30 seconds.

Processing Account Qualification

Thank you, your information has been verified!

Please standby while we retrieve your account qualification information.

This may take up to 30 seconds...

While you wait, be thinking of a secure password for your account. Passwords need to be at least 5 characters long and include both an upper and lower case letter and a number!

Please do not use Back/Refresh on this page or it will restart the process and your wait.

If there is no response for several minutes, or your browser appears to have stopped loading, please click this link and wait for at least 1 minute. Thank you.

If you are not yet qualified, you will receive this error message. If you do, call your registrar to verify your deposit and that your personal information has been entered correctly in Banner.

! OOPS

Sorry, after searching our databsses I was unable to find information that qualifies you for a new Network Account at this time.

The most common reasons this occurs is because you are new student and have not yet paid your deposit, accepted your financial award information, or you have not been enrolled for any current classes.

You may access your student information in MyCU to review your payment, financial aid and enrollment status. To retrieve your MyCU ID & PIN to access the MyCU system, please return to the MyProfile Control Panel using the link below.

Additional Network Account Qualification Information is available.

However, if all of your account information is correct, you will proceed to the Terms of Service. Simply read and initial.

Terms of Service

Appropriate Use Statement

Concordia University network, telephone and computing resources are intended for non-commercial, educational use only. Incidental personal/recreational use is allowed only to the extent that it does not: violate any federal, state or local laws, violate other campus policies, negatively impact network resources or, in the case of employees, does not negatively impact the performance of their duties.

...

Enter your initials to acknowledge you have read and understand the above agreement:
Your initials:

CONTINUE

The final step in the account creation process is setting up your password and security questions. Network passwords must be at least 5 characters, and contain at least one capital letter and one number.

Click **Create Account** to finalize your account creation! MyProfile will now complete the process of creating your network account profile. This can take up to 5 minutes, but on average only takes about 30 seconds.

When this is finished, this is what you will see. Take note of your **network username**; this will be the username you have for the duration of the time you are an employee.

Account Creation Outcome

Success!

Your account creation request was processed successfully!

Your user name is: **packbar**

Security levels for your accounts are being generated automatically. Please note it may take several minutes before you have access to all systems while your account information generated in our systems.

Your account may qualify for other services such as an E-mail mailbox, network file storage or other services. Most of these services are created manually. A notice has been sent to administrators to add these services if you qualify. Please allow 1 business day for these services to be added.

You may return to the MyProfile website http://myprofile.cu-portland.edu/ at any time for assistance with managing your credentials.

To see all of your account information in one place, follow the provided link back to the MyProfile Control Panel. You can return to this page at any time to reset your password, look up your username and add additional/edit existing recovery email addresses.

MyProfile Control Panel

MyProfile Control Panel

Welcome back Peter Ackbar!

Username: **packbar** - Active (reset password)

my.CU ID#: **G00377985** (Reveal MyCU PIN)

Primary Recovery E-mail: **admackbar@gmail.com** (edit)
You do not have an alternate recovery E-mail address on file. You may add an alternate address for password recovery.