

Manual Qualification Account Process

Some users of the Concordia community will require a network username and password but do not have the employee/student qualifications for a Banner entry, such as HotChalk staff members or other university stakeholders. For these users, network accounts are created manually with referral keys.

Referral keys are distributed by the Network Administrators upon request.

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 screenshot shows the 'My Profile Home' page. At the top, there is a blue header with the text 'My Profile Home'. Below the header, a welcome message reads: '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.' Below this message are two tabs: 'Sign In' and 'Create an Account'. The 'Create an Account' tab is selected and highlighted. Underneath the tabs, there are two input fields: 'Network User Name:' and 'Password:'. Below these fields is a blue button labeled 'LOGIN'. Further down, there is a link that says 'Don't know your username or password? Use your my.CU (student) ID and PIN to sign in.' Below this is a section titled 'Need Help?' which contains three buttons: 'Retrieve Username/Password', 'Retrieve MyCUID/PIN', and 'Enter A Referral Key'. At the bottom of the page, there is a footer that says 'We're here to help: [Click here to e-mail the Help Desk](#), or call (503) 493-6300. Rendered in 0ms.'

The next step is verifying who you are, and if your account is qualified for account creation. To do this, enter the referral key that was given to you in the appropriate box and click **Start**.

The screenshot shows a verification step titled 'If you have a referral key:'. Below the title is a label 'Referral Key:' followed by an empty input box. Below the input box is a blue button labeled 'START'.

Next, open a new window and log in to you email. You should have a message from myprofile@cu-portland.edu:

In the middle of the text, there will be a long hyperlink, followed by a 36 character Authentication Code. Click the link to open, **OR** copy and paste the code into the Code field on the MyCU Authentication page. *This is a one-time use link and code. You do not need to do both: just choose one option.*

Your requested MyProfile Authorization Code

myprofile@cu-portland.edu

Sent: Sat 6/11/2011 9:25 AM

To:

Here is the Concordia University MyProfile Authorization Code you requested.

This is a **one-time use only** code and will become invalid immediately after use. To use the code you may either;

Click the link below

<https://myprofile.cu-portland.edu/keycode.cfm?>

[keycode=vU48NI7ChzBei14pDG52MQwbvkTVoj76sZJp5khpq3ecMycIGWhjviWk6qO6uJ5](https://myprofile.cu-portland.edu/keycode.cfm?keycode=vU48NI7ChzBei14pDG52MQwbvkTVoj76sZJp5khpq3ecMycIGWhjviWk6qO6uJ5)

OR visit <https://myprofile.cu-portland.edu/> and copy & paste the code into the Authorization Code page.

AUTHORIZATION CODE: **vU48NI7ChzBei14pDG52MQwbvkTVoj76sZJp5khpq3ecMycIGWhjviWk6qO6uJ5**

If you did not request an authorization code, someone may be attempting to gain unauthorized access to your Concordia University credentials. Please report suspicious activity to the [Technology Help Desk](#).

 **CONCORDIA**
UNIVERSITY

Quick Links ▾

my.CU Authentication

An Authorization Code has been sent to your E-mail address. You may follow the link in the E-mail or copy and paste the code from the E-mail here.
Please be sure your spam filter will allow e-mail from myprofile@cu-portland.edu

Enter your Referral Key or Authorization Code below:

A Referral Key is 16 characters, an Authorization Code is 64 characters. You may also click the link in the E-mail from which you received this code to avoid typing it in the box below.

Key/Code:

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.

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:

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.

New Account Creation

Enter Security Information

Now we need you to select your password. Passwords must be at least 5 characters and include at least one (1) upper-case letter, one (1) lower case letter and one number.

We also need a **non-Concordia** email address, and two security questions, which will be used if you forget your password.

Enter password: Confirm Password:

Recovery Email: Confirm Email:

Select question 1:

Answer question 1:

Select question 2:

Answer question 2:

Click the **Create Account!** button

[Click here to e-mail the Help Desk](#), or call (503) 493-8300.

Rendered in 0ms.

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.