

New Student Account Creation

As a Concordia student, you have access to two separate student accounts: MyCU, and the Intranet. You will use both during your time as a student here, as they provide very different services.

Only a limited group of qualified persons are given Network Usernames and Passwords. For students to qualify you must be at least one of the following:

- A currently registered and/or enrolled student (1+ credits for future or current term)
- A future student with a paid admission deposit
- An Alumni with a degree granted from Concordia University

If you fit these qualifications you will be able to use the MyProfile system to access and create your login information for MyCU and the Intranet.

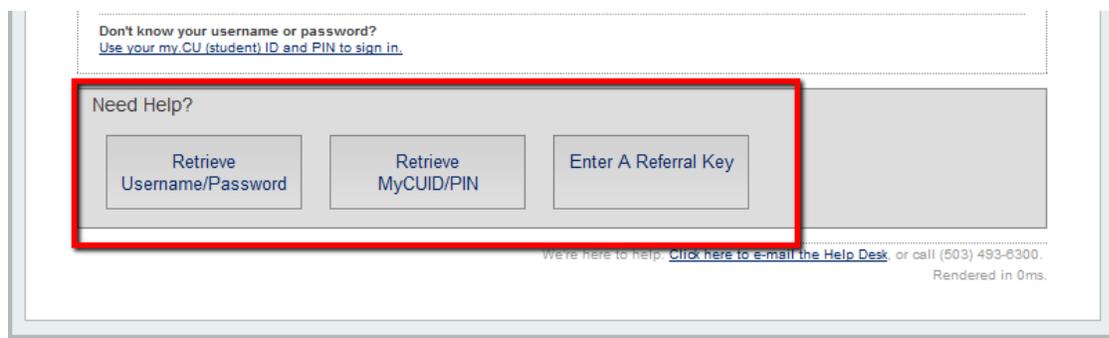
Using MyCU

MyCU is the hub of your personal information. This is a secure and protected site that houses the Registrar's internal information about you as a student: your financial aid status, your registration status, address and phone number, preferred email, emergency contacts, etc. As a student, you will access MyCU to check your grades and transcript, review your registration status, accept financial aid, make payments, and, if you are employed by the University, where you will access your time card and tax information.

To log in to MyCU, you will use your **Student ID number and PIN**. Because MyCU is powered by the Registrar, as soon as you have begun the enrollment process you can access MyCU. Your Student ID number (an 8 digit number preceded by the letter 'G', ie: G00123456) can be obtained by calling the Registrar.

Once you have your ID number, navigate to <http://myprofile.cu-portland.edu>. This is Concordia's account information retrieval site.

Look toward the bottom to where it says 'Need Help'. Click the middle button for RETRIEVE MYCU/PIN.



The next page you will see is the MyProfile Authentication page. In the place provided, type in your Student ID number or the email address *on your initial application*, then click Next Step.

Let's get started!

To assist you, I need to know who you are. Please select **one** of the following items to use to identify you and fill in the box provided:

E-mail Address

Network Username (example: jsmith)

MyCU ID (example: G00123456)

At the next screen, you will have two options available: one, you can send an authentication code to your email address, if you have one available in Banner. Or two, you can choose to answer three personal questions pulled from your Banner record (usually birthday, zip code, and SSN).

Choosing Email Authentication

If you choose the email option, make sure that it is an email account you have access to!

After selecting an email address, you will be redirected to this screen: you can disregard this for now.

CONCORDIA
UNIVERSITYQuick 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.

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

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=vU48NI7ChzBei14pDG52MQwbvkTVoj76sZJjP5khpq3ecMycIGWhjviWk6qO6uJ5](https://myprofile.cu-portland.edu/keycode.cfm?keycode=vU48NI7ChzBei14pDG52MQwbvkTVoj76sZJjP5khpq3ecMycIGWhjviWk6qO6uJ5)

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

AUTHORIZATION CODE: **vU48NI7ChzBei14pDG52MQwbvkTVoj76sZJjP5khpq3ecMycIGWhjviWk6qO6uJ5**

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](#).

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.*

Choose to Provide Answers

If MyProfile does not have an email address on record for you, or if you simple prefer, click the Provide Answers option on the Authentication Page.

There is enough information in your student record to authenticate you by providing answers to confidential personal information questions. Answering these questions successfully will authenticate you instantly.

Banner will populate three questions based on your student records.

 **CONCORDIA**
UNIVERSITY

Quick Links ▾

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 - permanent address on record)

We're here to help. [Click here to e-mail the Help Desk](#), or call (503) 493-6300.
Rendered in 47ms.

Clicking the link in your Authentication Email or answering the authentication questions will direct you to the MyProfile Control Panel. This is what you will see:

MyProfile Control Panel

MyProfile Control Panel

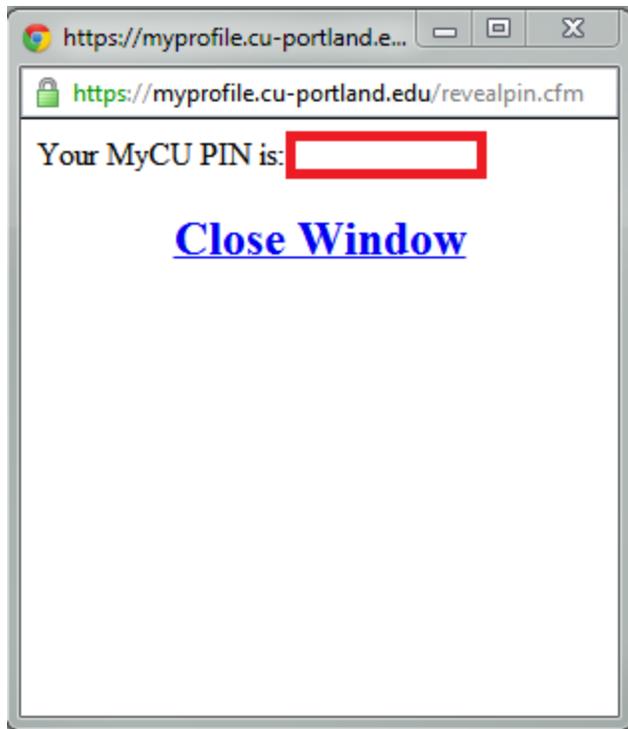
Username: Unknown - [Create Network Account](#)

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

Thank you for using the MyProfile Control Panel Beta. We welcome your feedback and comments during the testing phase of our new system. In the future we will be introducing additional features and capabilities allowing you to directly view and control the services and access available to your credentials. We appreciate your patience while we continue to develop this system for your service and thank you for reporting any error or bugs you encounter so we may correct them for you immediately!

Need Help?

The final step in retrieving your MyCU PIN is to click the “Reveal MyCU PIN” link next to your ID number. A small popup window will open, with your MyCU PIN inside.



If this is your first time logging in to MyCU, your PIN will be a randomly generated 6 character code. The first time you access the site, you will be told that your PIN has 'expired'...this is simply the prompt to create a new PIN of your choosing, replacing the randomly generated one.

In the future, if you forget your PIN, you can return to MyProfile to look it up.

Intranet Accounts

The second Concordia Account that you will use is your Intranet Account, commonly referred to as your Network Account. Unlike MyCU, which you will likely only access a couple times a year, your Intranet account is what you use to access all of the student resources online. This includes, but is not limited to: logging into the Intranet, logging in to your student email account, logging in to locked campus computers, accessing the library databases, ordering Microsoft software, downloading our antivirus software, and logging in to Blackboard.

Students are eligible to create their network accounts as soon as they have a deposit cleared by the Business Office.

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. Please note, **MyCU PINS and Network passwords are not inherently the same, and your Student ID number is different from your Network username.**

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

My Profile Home

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

Network User Name:

Password:

[LOGIN](#)

Don't know your username or password?
Use your my.CU (student) ID and PIN to sign in.

Need Help?

Retrieve Username/Password

Retrieve MyCUID/PIN

Enter A Referral Key

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, 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):

my.CU PIN:

[LOGIN](#)

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

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

[START](#)

If you have logged in to MyCU already and know your PIN, choose the first option. If you only have your ID number, choose the second.

If entering just 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 - permanent address on record)

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:

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 here to e-mail the Help Desk](#) or call (503) 493-6300. Rendered in 0ms.

Click the Create Account! button

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 student.

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 MyCU ID, 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.
