

Student Portal First Time Login

Before you begin, locate your assigned campus-wide ID (CWID) and PIN. Your CWID can be located on your receipt or your class study list. Your PIN will either be emailed to you, or given to you in person when you first register with Extended Education. Allow 24-48 hours from the date of registration before trying to log into your portal. **If you cannot locate your CWID and/or PIN, you may call the Student Services office at (657)278-2611 or (714)741-9161 after hours.**

- ▶ **Step 1** - Go to the CSUF campus Student Portal login page: <http://my.fullerton.edu>
- ▶ **Step 2** - Type your **Campus-Wide ID (CWID)** as the Username and your **PIN** as the Password. Click **“Login”**



The screenshot shows the 'Portal Logon' interface. It features the title 'Portal Logon' in a large, stylized font. Below the title are two input fields: 'Username*' and 'Password**'. To the right of the 'Username*' field is a 'Help' button, and to the right of the 'Password**' field is a 'Login' button.

- ▶ **Step 2a** – You will be asked to verify your identity.



The screenshot shows the 'Verify your identity' page. The title is 'Verify your identity'. Below the title is the instruction: 'Fill in the following information to verify your identity.' The form includes the following fields:

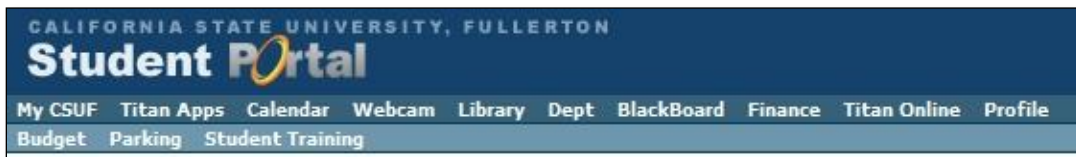
- Last Name: A text input field.
- Date of Birth: A section with three sub-fields: 'Month' (a dropdown menu showing '01 (January)'), 'Day' (a dropdown menu showing '01'), and 'Year' (a text input field).
- Home ZIP Code: A text input field with the instruction '(Leave blank if address is not within the United States)'.

A 'Continue' button is located at the bottom of the form.

- ▶ **ALP and Study Abroad Students:** please leave the *“Home ZIP code”* box empty.
- ▶ **Step 3** – Complete the profile update. You will be asked to choose a personalized campus username and password. Create ones you will remember as you will use your personalized campus username and password the next time you log in to the Student Portal. Always retain your CWID for campus identification. You will also be asked to select hint questions and you will be given the option to update your cell phone number. When you finish entering the required information, click **Submit**.

(Please turn page over for further instructions)

- ▶ **Step 4** – You should now be directed to the Student Portal. For future logins use your custom username and password. The PIN can no longer be used at this point.



Student Portal Subsequent Logins

If you have already created your custom username and password as outlined in the steps above then you are ready to login at <http://my.fullerton.edu>.

Recovering Lost Username/Password

If you do not remember your username and/or password then you can utilize the “Forgot your password” function.

Forgot your password:
[Student Portal](#) | [Other Portals](#)
[Alumni: Register here](#)

- ▶ **Step 1** – Go to the [Student Portal](#).
- ▶ **Step 2** – Under the Forgot your password text click **Student Portal**.
- ▶ **Step 3** – Follow the steps outlined on the Forgot Password Recover page.

- ▶ **Step 4** – If you still cannot recover your custom username and/or password contact the **IT Helpdesk** at **(657) 278-7777** for further assistance. Have your Campus-Wide ID (CWID) available.