

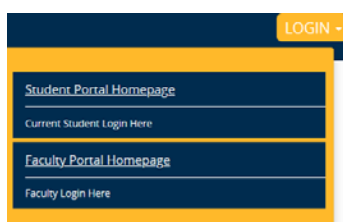
# Logging into the portal as a student

-The purpose of this document is to provide details on how to create a portal account as a student and login to the portal.

## Creating an Account

-If the student already has an account setup, skip to the next section.

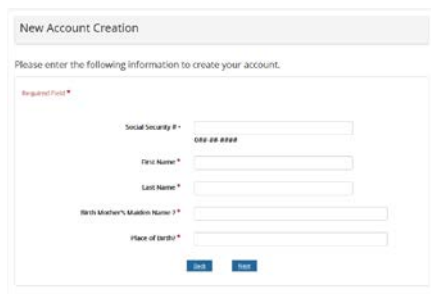
1. Navigate to <https://www.mycampuslink.com>
2. Click the login button and click 'Student Portal Homepage'



3. Click 'Create a New Account'

A screenshot of the 'Login to Student Portal' form. It features a blue header with a home icon and the text 'Login to Student Portal'. Below the header, there are two input fields: 'Username' and 'Password'. A note below the password field states 'Password is case sensitive'. At the bottom of the form, there are two links: 'Create a New Account' (highlighted with a red box) and 'Forgot your Password'. A blue 'Login' button is positioned at the bottom center.

4. Enter the requested information on the account creation screen, then click Next

A screenshot of the 'New Account Creation' form. The title is 'New Account Creation' in a grey box. Below the title, it says 'Please enter the following information to create your account.' The form contains five input fields: 'Social Security #' (with a placeholder '000-00-0000'), 'First Name', 'Last Name', 'Birth Mother's Maiden Name', and 'Place of Birth'. At the bottom, there are two blue buttons labeled 'Next' and 'Back'.

**NOTE:** If you receive the following error, either the SSN, First Name or Last Name do not match EXACTLY to what is in the system. Contact the school to verify the information, so that it can be updated where needed.

We could not find a student record matching the information you entered. Please re-enter your data. If you are a new applicant, please [create an account](#).

5. Verify that your email address that is on file is correct. If it is not, select No, so that the school can be notified and update the information. **\*\*This is important, because this is where the authentication email will be sent\*\***

The screenshot shows a form titled "Email Address Verification". At the top, it says "Email Address Verification" and "Your email will be here" with a red arrow pointing to a redacted email address. Below this, a message states: "We found an email address on file for you [redacted]; this email address is still valid. Continue by clicking the 'Yes' button below. If your email address has changed, please enter your first name, last name, program of enrollment, and new email address to portalbot@redaff.com." At the bottom, there are two buttons: "Yes" and "No".

6. Type in your password and confirm

The screenshot shows a form titled "Login Information". It contains a message: "Your student record was successfully located!". Below this, it says: "Below is your USERNAME. Please write this down for your records as you will not receive your username or password in your authentication email." It then asks: "Please select a password you will remember, then click 'Submit'." There are three input fields: "You username is:" with a redacted value and a red arrow pointing to it with the text "Your username will be here"; "Password:"; and "Confirm Password:". A "Submit" button is at the bottom.

7. Check your email for the link to authenticate your account. Once authenticated, return to <https://www.mycampuslink.com> and follow the below steps to login.

## Logging into the portal

1. Navigate to <https://www.mycampuslink.com>
2. Click the login button and click 'Student Portal Homepage'

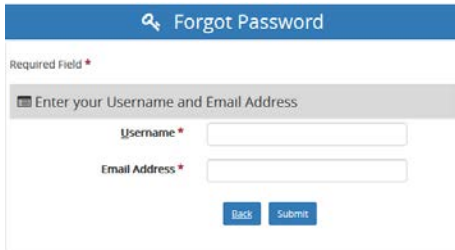
The screenshot shows a "LOGIN" button with a dropdown arrow. The dropdown menu is open, showing two options: "Student Portal Homepage" with a sub-link "Current Student Login Here", and "Faculty Portal Homepage" with a sub-link "Faculty Login Here".

3. Type in your username and password and click login or hit 'Enter' on your keyboard

The screenshot shows a form titled "Login to Student Portal". It has two input fields: "Username:" and "Password:". Below the password field, it says "Password is case sensitive". At the bottom, there are two links: "Create a New Account" and "Forgot your Password?". A "Login" button is at the bottom.

\*\*If you have forgotten your password, you can use the “Forgot your Password” link, on the login screen.

- You will need to type in your username and the email address on file



The screenshot shows a web form titled "Forgot Password" with a magnifying glass icon. Below the title is a "Required Field" section with a grey header "Enter your Username and Email Address". There are two input fields: "Username" and "Email Address", both marked with a red asterisk. At the bottom of the form are two buttons: "Back" and "Submit".

- Then you will need to enter the answers to the security questions you provided when creating the account.



The screenshot shows the "Forgot Password" form at the "Security Questions" step. The header is "Security Questions" with a magnifying glass icon. Below it is a "Required Field" section with a grey header "Security Questions". The text says "Please answer the following security questions." There are two input fields: "Birth Mother's Maiden Name" and "Place of Birth?", both marked with a red asterisk. A question mark icon is next to the first field. At the bottom is a "Submit" button.

- Finally, you can set your new password



The screenshot shows the "Forgot Password" form at the "Change Password" step. The header is "Change Password" with a magnifying glass icon. Below it is a "Required Field" section with a grey header "Change Password". The text says "Your Username is [redacted] Your username will be here" with a red arrow pointing to the redacted area. Below that is "Please enter your new password." There are two input fields: "Password" and "Confirm Password", both marked with a red asterisk. At the bottom is a "Login" button.

\*\*If you do not remember the answers to the security questions, or have any issues with the manual reset, please contact the school and they will be able to reset the password.