INSTRUCTIONS FOR OLLI MEMBERS TO ESTABLISH THEIR CAMPUS PORTAL LOG IN – Needed for establishing access to the CSUF WiFi CSUF-Titans Network, the Titanium classroom management system in classes audited at CSUF, and in OLLI Computer Classes.

## Logging in to the Student Portal for the First Time

- 1. Obtain your campus-wide ID( CWID) and PIN from the OLLI Office (RGC7). Write these down and keep in a secure but accessible place.
- 2. Go to the campus homepage: http://fullerton.edu
- 3. Click on the "Portal Login" button.
- 4. Click on "Create my campus account"
- 5. Fill in your CWID and PIN and click on Submit.
- 6. You will be asked to verify your identity with your LAST NAME, DATE OF BIRTH, HOME ZIP CODE
- Complete the profile update. You will be asked to choose a personalized campus username and password. BE SURE TO CREATE ONES YOU WILL REMEMBER, ESPECIALLY YOUR USERNAME (most people select the initial of their first name and their last name with no spaces as their username).
  - You will be asked to select security questions and provide answers that will be used in case you need to retrieve your password or username. Write your answers down in a safe place.
  - 2. Provide your cell phone number and request that you are sent a text message when it is time to revise your password.
  - 3. Click on SUBMIT when you have completed providing the required information.

## **Student Portal Subsequent Logins**

- 1. Go to the campus home page: <u>http://fullerton.edu</u>
- 2. Enter your Username and Password
- 3. You will then go to your Student Portal webpage.

## **Recovering Lost Username/Password**

- 1. Go to the campus homepage: http://fullerton.edu
- 2. Click on the "Portal Login" button.
- 3. Click on "Need help signing in?"
- 4. Click on "Student or new Applicant"
- 5. Click on "I forgot my password" or "I forgot my username"
- 6. Be sure you have your CWID available if you forgot your username.

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