

## **INSTRUCTIONS FOR OLLI MEMBERS TO ESTABLISH THEIR CAMPUS PORTAL LOG IN – Needed for establishing access to the CSUF WiFi Student-Secure Network 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 (RGC 7). Write these down and keep in a secure but accessible place.
2. Go to the campus home page: <http://fullerton.edu>
3. Click on the question mark “?”
4. Click on “[I do not have an account](#) (I am a new applicant)”
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
7. 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).
  - a. 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.
  - b. Provide your cell phone number and request that you are sent a text message when it is time to revise your password.
  - c. Click on SUBMIT when you have completed providing the required information.

### **Student Portal Subsequent Logins**

1. Go to the campus home page: <http://fullerton.edu>
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 home page: <http://fullerton.edu>
2. Click on the question mark “?”
3. Click on “I forgot my password” if you have forgotten your password. You will need your CWID and be able to answer your security questions.
4. OR Click on “I forgot my username” if you have forgotten your username (usually your first initials and last name with no spaces). You will need to provide your CWID, Last name, and Date of Birth.