New students:  
How to obtain your CUA network logon credentials

This document describes how newly-matriculated students can obtain their CUA Network Logon account credentials, reset the account password to one of their own choosing, and use the account to log onto the home.cua.edu web portal to verify it is working correctly.

Please follow the steps below.

1. Browse to [home.cua.edu](http://home.cua.edu)

2. Click on Cardinal Station from the Menu on the left side of the page.

3. Log onto Cardinal Station using the temporary Cardinal Station User ID and password that were sent to you in the postal mail when you applied to the university.

If you have problems logging onto Cardinal Station, click the “Forgot? Click here” link for instructions.
4. After successfully logging in, you will land on the “Student Center” page. In the Personal Information section of this page, click on the “other personal...” pull-down menu. Click on the CUA Logon Accounts menu item.

If you do not see the Student Center page in Cardinal Station, contact Enrollment Services at 202-319-5300 or visit them in McMahon 10 during university business hours.
5. The CUA Email and Campus Network Logon Accounts page is displayed.

Your Cardinal Mail email address and your network logon username are displayed along with information on how to use a special one-time password to log on and change the account password to one of your own choosing.

6. Browse to home.cua.edu and click “Forgot your password?” in the CUA Network Access section in the upper right corner of the page so that you can change your password.
7. This takes you to an information page about password resets. In the CUA Network Logon Account column, click the **Old-style CUA Network Logon Reset** button.

8. Enter the required information on the resulting “CUA Network Logon Password Reset” page. Then click the red Submit button.

It takes up to 20 minutes for the new password to become valid. **Please be sure to wait the full 20 minutes before proceeding to the next step below.**
9. Browse to home.cua.edu and log on with your CUA Network Logon username and the new password that you selected.

Logging in successfully to home.cua.edu verifies that your CUA Network Logon account is working correctly.

IMPORTANT: Once your CUA Network Logon account is working, you can use it to log onto Cardinal Station as well as other campus services such as Blackboard, lab computers and ResNet wireless.

10. Finally, enroll for the Immediate Password Reset Service so that in the future you can reset your password immediately, without having to wait the 20 minutes.

Browse to computing.cua.edu/support/passwordreset to learn how to enroll.