

New students: How to obtain your CUA network logon credentials

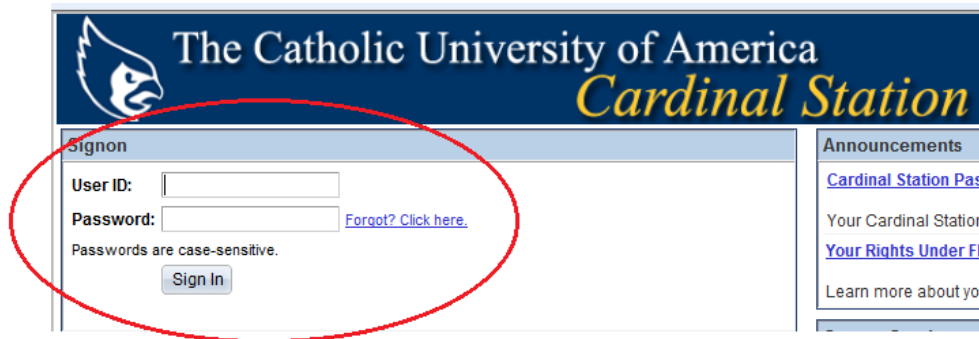
This document describes how newly-matriculated students can obtain their CUA Network Logon account credentials, reset the account password to one of their own choosing, and use the account to log onto the home.cua.edu web portal to verify it is working correctly.

Please follow the steps below.

1. Browse to home.cua.edu
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.

- 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.

The screenshot shows the Student Center interface. On the left is a navigation menu with options like 'My Favorites', 'Faculty Self-Service', 'Student Self-Service', 'Self Service', 'Class Search / Browse Catalog', 'Student Center', and 'Change My Password'. The 'Student Center' option is selected. The main content area is divided into sections: 'Finances' and 'Personal Information'. In the 'Finances' section, there is an 'Account Summary' box stating 'You owe 24,231.50.' Below this is a dropdown menu labeled 'other financial...'. In the 'Personal Information' section, there is a dropdown menu labeled 'other personal...' which is open, showing a list of options including 'Addresses', 'CUA Logon Accounts', 'Co-Curricular Transcript', 'Email Addresses', 'Extracurricular Activities', 'Honors and Awards', 'Phone Numbers', 'Privacy Settings', 'Religious Preference', and 'other personal...'. A red arrow points to the 'CUA Logon Accounts' option. To the right of the 'Personal Information' section is a 'Contact Information' box with fields for 'Home (Permanent) Address', 'Local Address', 'Home Phone', and 'CUA Official Email Address'. At the bottom of the page, there is a message box that says 'You do not have any pending applications at this time.'

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.

CUA Email and Campus Network Logon Accounts

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You as a student have two computer user accounts that are created for you.

1. Cardinal Mail account used to access your university e-mail.
2. Campus network logon account used to access computing services on campus, such as lab computers, Blackboard and the ResNet network.

Both accounts have the same user name. Your username is as follows.

Cardinal Mail: <your email id>@cardinalmail.cua.edu
Network Logon: <your network id>

Passwords

You will need to login to Cardinal Mail with your user name and this temporary password. You will need to change the password to a stronger password of your choice. Please select a password that is at least 8 characters and a mix of upper and lowercase letters, numbers and punctuation.

The passwords to the two accounts (Cardinal Mail and Network) do not need to be the same.

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.

CUA NETWORK ACCESS

CUA Username:

Password:

[Forgot your password?](#)

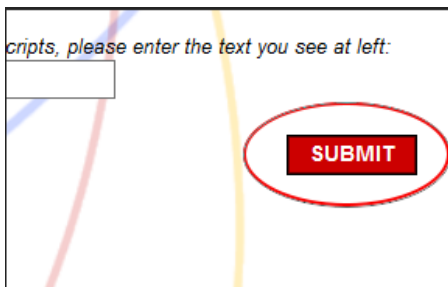
> [Access My Personal Files](#)
> [Faculty/Staff Directory](#)
> [Directory Search](#)

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tures. **Campus News** > [Post Campus News](#)

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.

The screenshot shows the 'Reset Your CUA Passwords' page on The Catholic University of America's website. The page is divided into two columns: 'CUA Network Logon Account' and 'Cardinal Mail Account'. The 'CUA Network Logon Account' column lists various services and includes a red button labeled 'Old-style CUA Network Logon Reset' which is circled in red. The 'Cardinal Mail Account' column includes a red button labeled 'Reset Cardinal Mail Password'. A red box highlights the text: 'If you have already enrolled for the new CUA Password Reset system by selecting your security questions and answers, click here to reset your password immediately: Immediate CUA Network Logon Reset'. Below this, it says 'Or, you can use the older system to reset your password' with the 'Old-style CUA Network Logon Reset' button circled in red. A link 'How to Get a New Password' is at the bottom.

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.



The screenshot shows a login form titled "CUA NETWORK ACCESS". It contains two input fields: "CUA Username:" and "Password:". Below the password field is a "Log In" button and a link that says "Forgot your password?". At the bottom of the form, there are three links: "> Access My Personal Files", "> Faculty/Staff Directory", and "> Directory Search".

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.