REQUIRED steps to setting up your CSUN access to:

- the Web Portal (myNorthridge portal);
- Moodle (online courses);
- Gmail (your school email account).

Please be sure that you know how to access the three systems above prior to the beginning of the program!

Activate your student account

You have been provided your CSUN e-mail address, User ID, and Student ID Number. To activate your account and retrieve your password:

1. Call CSUN’s HelpDesk at 818-677-1400.
2. Ask them to assist you in getting your password so that you may access the Web Portal and Moodle.
3. They will ask for your Student ID # to verify that it is you calling.
4. The HelpDesk will give you a temporary password. WRITE IT DOWN!
5. Ask the HelpDesk to activate your account while you are on the phone with them.
6. Log in at www.CSUN.edu while on the phone with the HelpDesk to be sure you can get in.
7. Be sure you change the temporary password to one of your own choosing once you have logged into the portal.
8. Visit the CSUN Login page - https://auth.csun.edu/idm/ - , and enter your User ID and Initial Password.
9. Follow the subsequent instructions to activate your User ID and Password.
10. Then follow the directions to change your temporary password. Commit your new password to memory!

myNorthridge PORTAL System #1: Log in to the CSUN webportal—

1. Log on to the CSUN front page: www.CSUN.edu
2. Navigate to the middle of the page to the section called “myNORTHIDGE PORTAL.”
3. Now, click the + sign to open up the log in area.
4. First, note that in this area, to the right of the webportal login area, you will see the icons for Moodle and Gmail; this is where you can click to log in to your Moodle course area and into your Gmail account. This is for steps 2 and 3.
5. Enter the User ID and password.
6. Once in the portal you will see that you have a variety of areas available to you as a student:
   a. Scroll down to see the “My Path to Graduation” section (called a pagelet) which you will likely use frequently.
   b. Click on the Student Center (SOLAR) area to see your Academic (registration), Finances (where you pay your tuition), and Personal Information (address, phone number).
7. For those who would like more information or who need help accessing their webportal, go to: http://www.csun.edu/it/services/useridandpass.html

**moodle**  System #2: Log in and review your classes in Moodle  
(Moodle is your online classroom)

1. Go to www.CSUN.edu as above in steps 1-3 and instead of logging in to the portal, click on the icon for Moodle.
2. Use your established User ID and password to log in to Moodle.
3. For those who would like more information or who need help accessing their Moodle account, go to http://www.csun.edu/at/teaching/tools/moodle.html

**Gmail**  System #3: Log in and set up your Gmail account  
(Gmail is your official CSUN student email account, which you must set up for school use)

1. Go to www.csun.edu as above in steps 1-3 and instead of logging in to the portal, click on the icon for Gmail.
2. To access your new Gmail account, sign in with your CSUN email address.
3. If you wish to forward your CSUN school email to another email account of your choosing, go to Settings, select “Add a forwarding address" next to Forwarding and follow the subsequent steps.
4. Please note that as a CSUN student you **must either check your CSUN Gmail account regularly OR forward your email to another address** that you do check regularly.
5. Email is the official form of communication at CSUN and therefore you must routinely review and read your emails from your CSUN account.
6. For those who would like more information or who need help accessing their Gmail account, go to http://www.csun.edu/it/services/emailcal.html

For ways to receive technical support:
1. Call: (818) 677–1400  
   Hours: Mon.–Fri. 8am-5pm
2. Online: http://techsupport.csun.edu  
   Log in with your CSUN user ID and Password