

PORTAL LOG IN

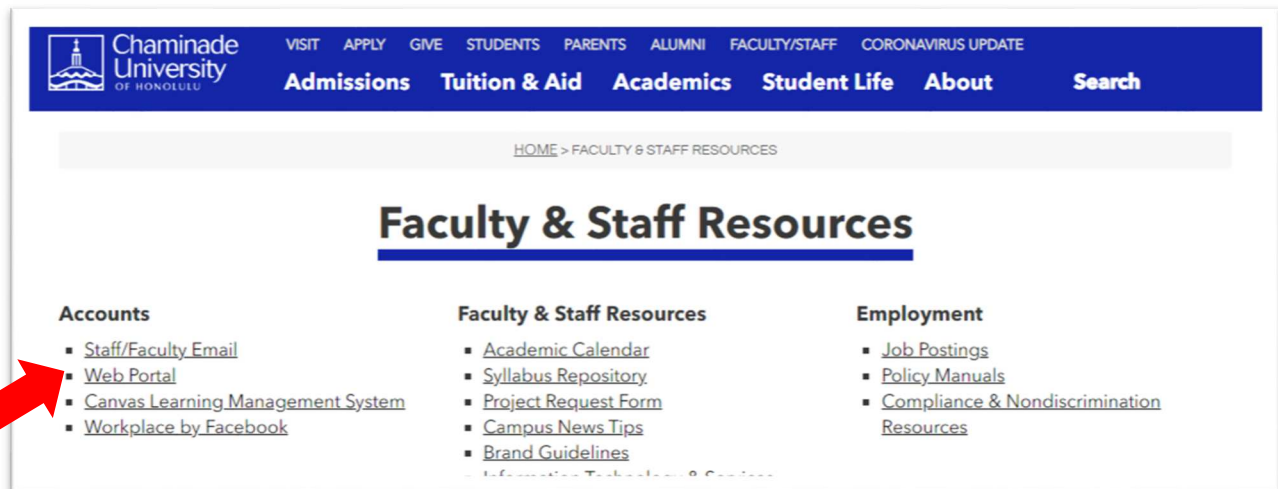
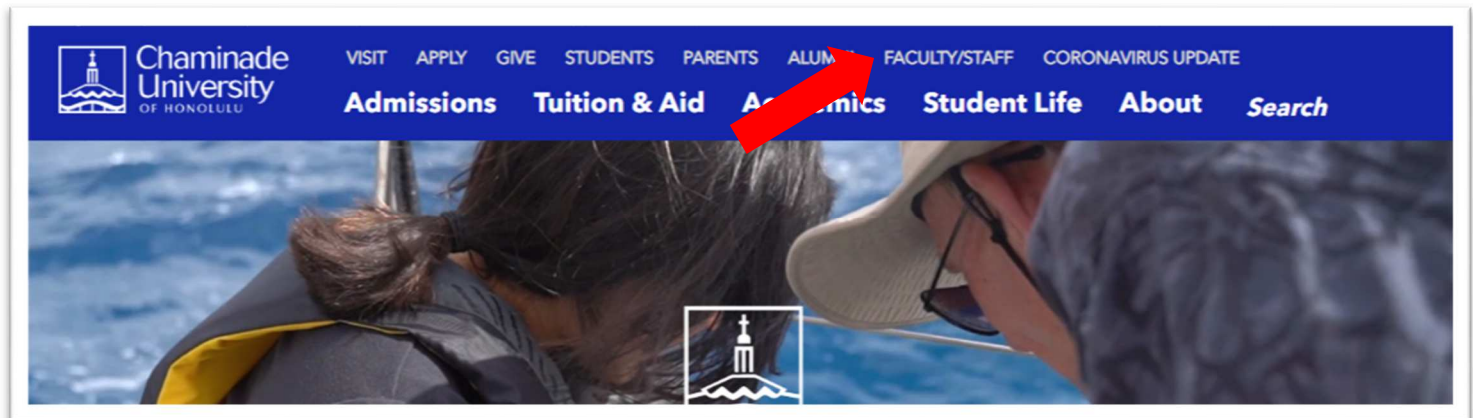
OPTION 1 - DIRECTLY

- portal.chaminade.edu

OPTION 2 - MAIN WEBSITE

- chaminade.edu
 - click "FACULTY/STAFF"
 - click "Web Portal"

Note: Instructions are based on the assumptions that you are already at an internet browser. If you need assistance finding an internet browser, please contact Client Services at (808) 735-4855 or email us at helpdesk@chaminade.edu



PORTAL LOG IN (part 2 of 3)

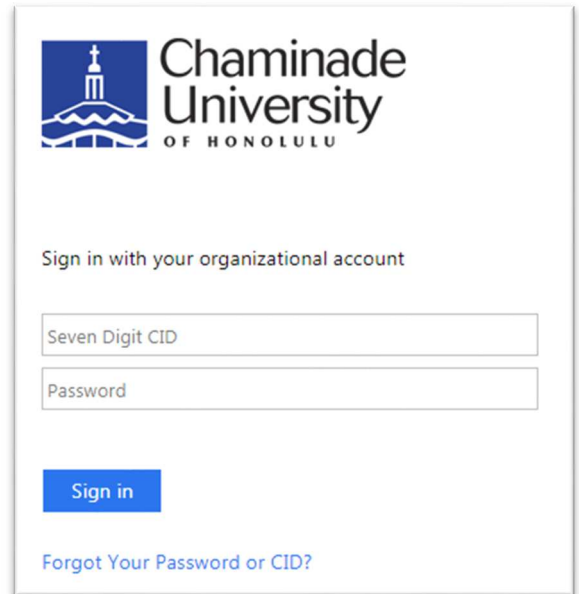
Both options will lead you to the Chaminade University Single Sign-On page.

- Enter your 7-Digit CID for your username.
- Your initial password will either be the last 4 digits of your SSN or your birth date (mmddyy format)
- Next, click the blue "Sign In" button.

OR

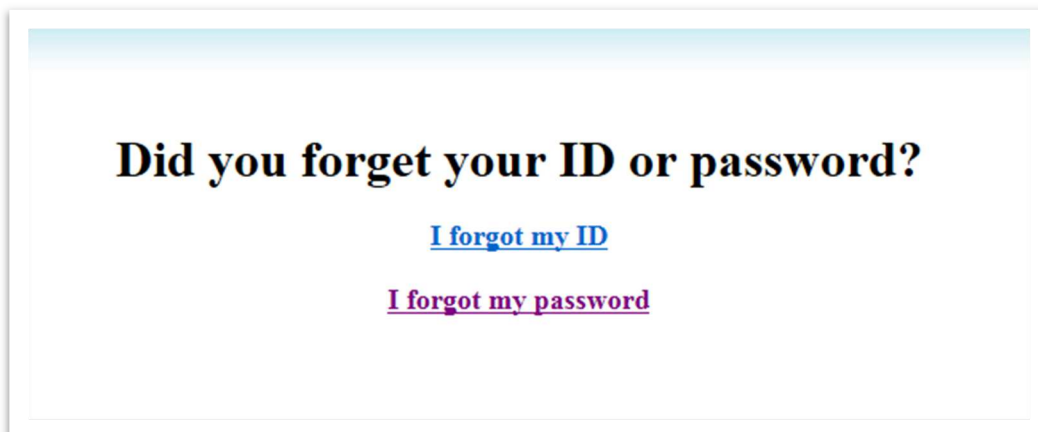
We have recently, modified the password criteria, so if the default above does not work, please try

- Enter your 7-Digit CID for your username.
- CHAMINADE (all caps) before the last 4 digits of your SSN OR birthdate (Example: If the last 4 digits of your SSN was 1234 then CHAMINADE1234 or if your birthdate is 01/01/2002 then CHAMINADE010102).
- Next, click the blue "Sign In" button.



**When you log in for the first time, you may be prompted to update your emergency contact. Click "OK", update your information, then proceed. It is highly recommended that you change your password once you have successfully logged into your account.

In the event that you forgot your 7 Digit CID, please use the link below the Sign in button labeled "Forgot your 7 Digit CID/Password". It should direct you to the following site.



Currently the "I forgot my password" option is currently under construction. Please contact Client Services at helpdesk@chaminade.edu or 808.735.4855 with your full name, Chaminade ID number, phone number and the mailing address that the school would have on file. This information is needed for verification purposes. After we verify your information, we will reset your password and contact you.

PORTAL LOG IN (part 3 of 3)

The following are some error messages you may receive if your password reset was unsuccessful. Included is information on how to remedy the issue:

Your credentials do not match our database!

- This usually indicates that the information you provided does not match the Chaminade system. Please contact the Chaminade Record's office (808-735-4722) to verify that your Birthdate and Social Security Number are correct. Please keep in mind that the Records office may need additional verification to update your record. Once your record has been updated, please wait until the following day for the system to update.

Unable to locate your record from our directory!

- Usually indicates that your information has not been added to the Chaminade system. Contact Client Services via email (helpdesk@chaminade.edu) or by calling 808-735-4855. A service request will be opened on your behalf and someone will contact you.

Change Password:

After successfully logging into the Portal, it is recommended that you change your password. Click "Change Password" (orange button) located on the upper right hand corner.



****NOTE:** When you change this password, you are also changing the password for Active Directory, WebAdvisor, and Canvas.