

STUDENT STEP-BY-STEP GUIDE

Campus Online Password Reset



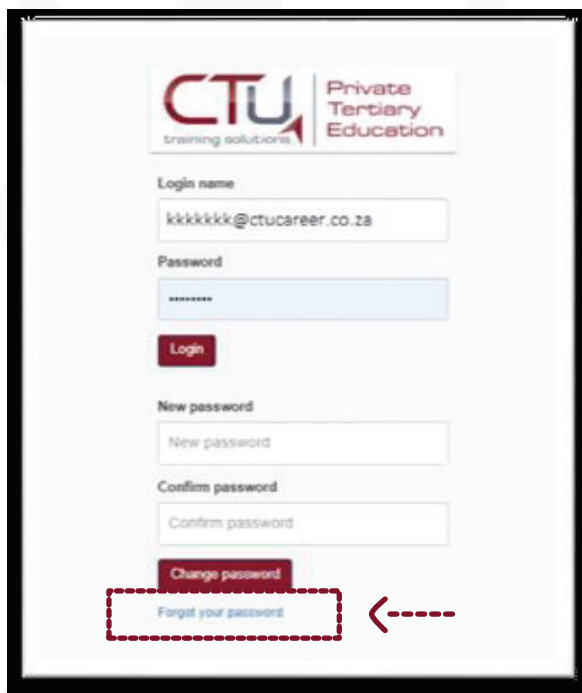
What is Campus Online?

Campus Online is a student portal through which students can access their academic histories and profiles. Students can view their assessment dates, grades, and even administrative reports online 24/7 so they are able to monitor their academic progress.

Purpose of this guide

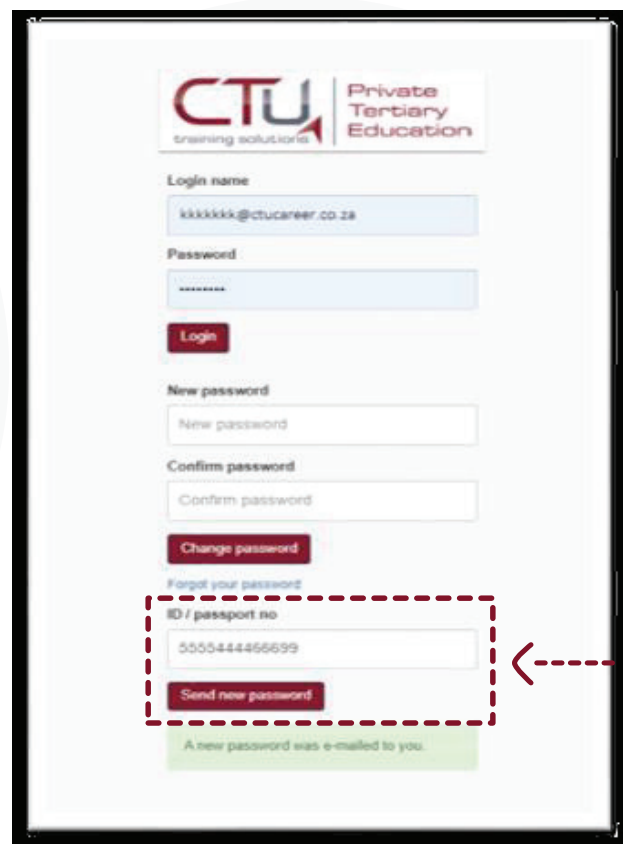
The main purpose of this document is to help students reset their own passwords without the help of IT technicians or academic staff.

Step 1: Select the "Forgot your password" link:



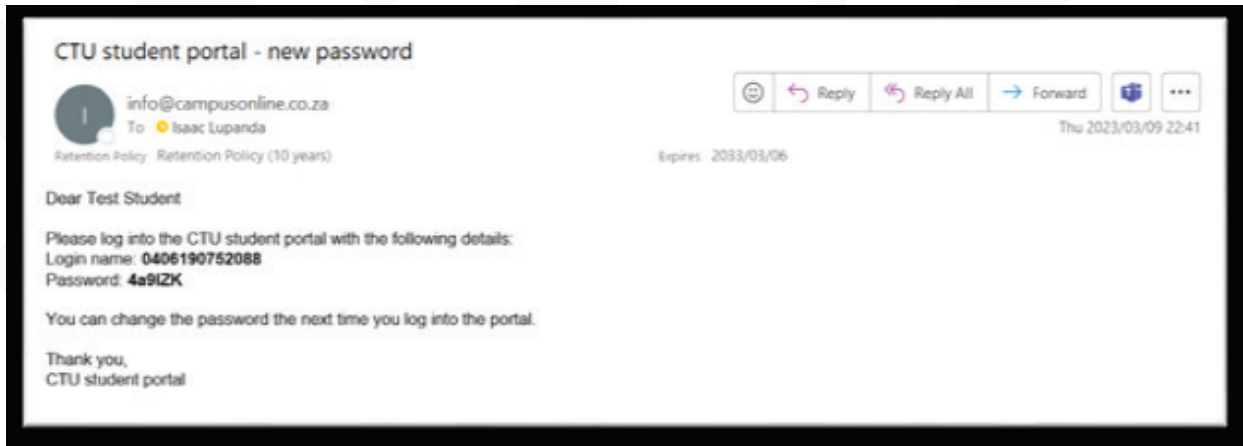
The screenshot shows the CTU Private Tertiary Education login page. The login name field contains 'kkkkkk@ctucareer.co.za' and the password field is masked with asterisks. Below the password field is a red 'Login' button. Further down are fields for 'New password' and 'Confirm password', with a red 'Change password' button below them. At the bottom, the 'Forgot your password' link is highlighted with a red dashed box and a red arrow pointing to it from the right.

Step 2: Enter your ID number then click the "Send new password" button as shown in the figure below:



The screenshot shows the 'Forgot your password' page on the CTU Private Tertiary Education portal. The login name field contains 'kkkkkk@ctucareer.co.za' and the password field is masked with asterisks. Below the password field is a red 'Login' button. Further down are fields for 'New password' and 'Confirm password', with a red 'Change password' button below them. Below the 'Change password' button is the 'Forgot your password' link. Underneath is an 'ID / passport no' field containing '555444466699'. Below this field is a red 'Send new password' button, which is highlighted with a red dashed box and a red arrow pointing to it from the right. At the bottom, a green message box states 'A new password was e-mailed to you.'

Step 3: An email will be sent to your private email address with the new password and the username, as shown in the figure:



Step 4: Use the above details to access Campus Online, as shown in the figure below:

A screenshot of the CTU login page. The page features the CTU logo and the text 'Private Tertiary Education'. There are two main sections: 'Login' and 'Change password'. The 'Login' section has a 'Login name' field containing '0406190752088' and a 'Password' field with masked characters. A red 'Login' button is below. The 'Change password' section has 'New password' and 'Confirm password' fields, followed by a red 'Change password' button and a 'Forgot your password' link. A dashed arrow points to the 'Login name' field.

Step 5: Navigate on Campus Online, as shown in the figure below:

