

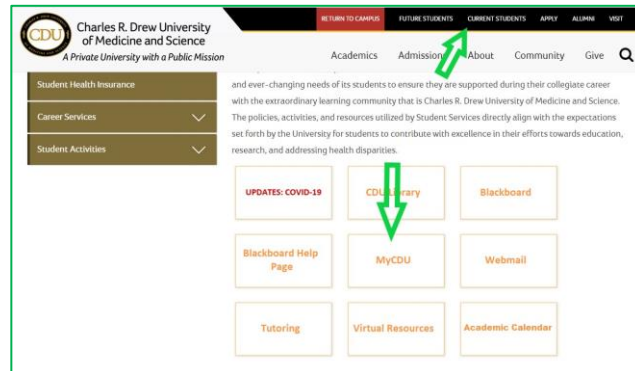


Office of Registration and Records

MyCDU Self-Service Activation and Course Registration Guide

Activating your MyCDU Self-Service Account (One-time process)

1. Go to www.cdrewu.edu and click on **Current Students**. Then click **“MyCDU”**



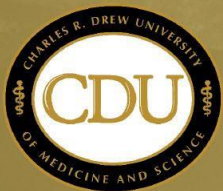
2. You will be then directed to the MyCDU webpage. Enter your username and the password you created during the Onboarding process (instructions should have been sent, along with your student ID#, by the Office of Enrollment Management). Click **“Log In!”**



3. On your first log in, you will be asked to verify your account by entering your name, System ID (again, emailed to you previously) and birth date. Please enter your date of birth (include the slashes) in this format: **mm/dd/yyyy**. **Note:** When entering your student ID#, **do not include the “P.”** Use this format: **000021234**.

The screenshot shows the 'Verify an Account' form. It includes the following fields: '* System ID', '* First Name', '* Last Name', and '* Date of Birth'. A 'Verify Account' button is located at the bottom of the form.

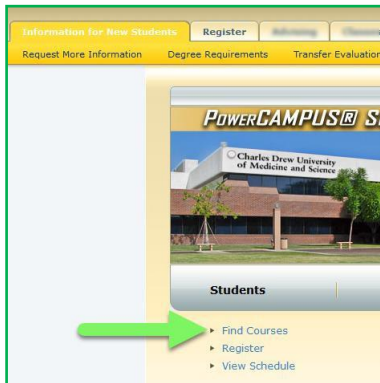
4. Account activated!



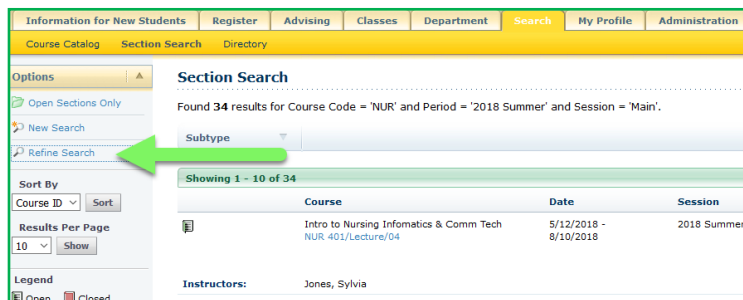
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Registering for courses via MyCDU Self-Service (Every-semester)

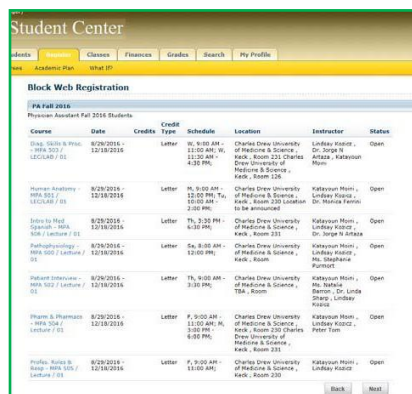
1. Select the **“Find Courses”** Link and select the Period for which you want to register. Enter the course number’s prefix into the **“Course Code”** area and click **“Search.”**



2. Add each course you need to your Cart. If you need to change the prefix (i.e, from NUR to ILR), click on **“Refine Search.”**

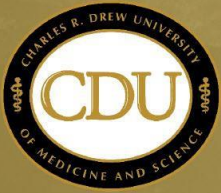


3. Once you’ve add all courses to your cart, click on **“Back to Registration”** or **“Proceed to Registration.”**
4. Review your cart to verify your course selection. Leave the check mark next to each course to add it to your schedule.



5. Click on **“Next”** for a final review.
6. Register and done! You will receive the following message—





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Tips

- Search using the prefix only. While this will bring up all the courses associated with that discipline (i.e., “NUR” will bring all undergraduate and graduate Nursing courses), you will have a better opportunity of adding the right course. The system is specific and sensitive.
- Unsure of what you need? Consult with your advisor before adding a course. They are best equipped to guide you with major/program requirements.
- **Dropping a Course** using MyCDU:
 - Go to “**Register**”
 - Click on Traditional Courses, then click on the semester that the course is registered in.
 - Click on **View Schedule**
 - You will see a **DROP** option next to your course
 - Check the box and click on **NEXT** to confirm dropping the course

Help/Troubleshooting

- “HOW TO REGISTER FOR CLASSES” Video instructions available at www.cdrewu.edu/registrar
- If you need assistance adding courses to your schedule, please contact the Office of Registration and Records by email at registrar@cdrewu.edu or by phone at 323-563-4856.
- If you have forgotten your password, go to <https://psswrd.cdrewu.edu> to reset it. If you continue to have issues are do not remember your security question answers, please contact the Helpdesk at helpdesk@cdrewu.edu or call them at 323-563-4990.
- For questions about Blackboard, contact Linda Towles at 323-563-9351 or lindatowles@cdrewu.edu.