



## HOW TO LOGIN

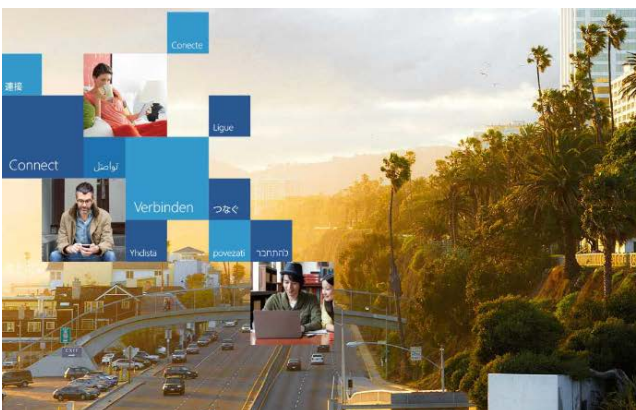


- +/- 24-48 hours after you have Registered and have a 2014 student card, you should be able to log into the Windows Desktop.
- Your Username or Login name is your Student number.
- Your 1<sup>st</sup> password is displayed on a letter issued when your student card was printed (**CPUT Student Card Acceptance guidelines**)
- (**NOTE!!** Your password must be changed when you first login).

## CHANGE PASSWORD

- Upon successful login to the Computer, select **Yes** to change your password
- Your password must be 6 characters or more (Do not use funny characters e.g. \* % #?)
- To change it manually, in Windows, simply press the CTRL+ALT+DEL buttons (simultaneously) and select the option *Change Password*.
- (**NOTE!!** Old password means your current password)
- You cannot use the exact same password again, but if you want to, just add a number digit at the end and change that number everytime.
- Check your Email for Password change reminders.
- Your password will synchronize for **E-Learning, Internet Access and OPA**
- Please DO NOT give your password to anyone!!!
- If you suspect unauthorized use of your password, please change it immediately

## EMAIL ACCESS



Sign in with your organizational account

Password

Keep me signed in

[Can't access your account?](#)

- To access your student email account, click on the student email link on [www.cput.ac.za](http://www.cput.ac.za) or go to <https://outlook.com/mycput.ac.za>
- Your Username is **your email address** e.g. [212126547@mycput.ac.za](mailto:212126547@mycput.ac.za)
- Please enter your new Windows password as changed above.

## E-LEARNING

- To access Myclassroom (e-Learning), click on the Myclassroom link on [www.cput.ac.za](http://www.cput.ac.za) or go to <https://myclassroom.cput.ac.za>
- Username is your Student Number and the password is your new Windows password.
- If you are missing a Subject, **please** consult the relevant Lecturer and they will be able to advise you regarding your subject choices. These changes MUST be made at the relevant faculty office. These changes will then be picked up by the integration and will reflect within 24 hours. Please ensure that you then make changes at least 24 hours before assessment and assignment deadlines to gain access.

## OPA (ONLINE PERSONAL ACCESS)

- To View your Internet and printing balances, access OPA via [www.cput.ac.za](http://www.cput.ac.za) or go to <http://opa.cput.ac.za>
- Click on the Login tab and enter your student number as Username and then enter your new Windows password