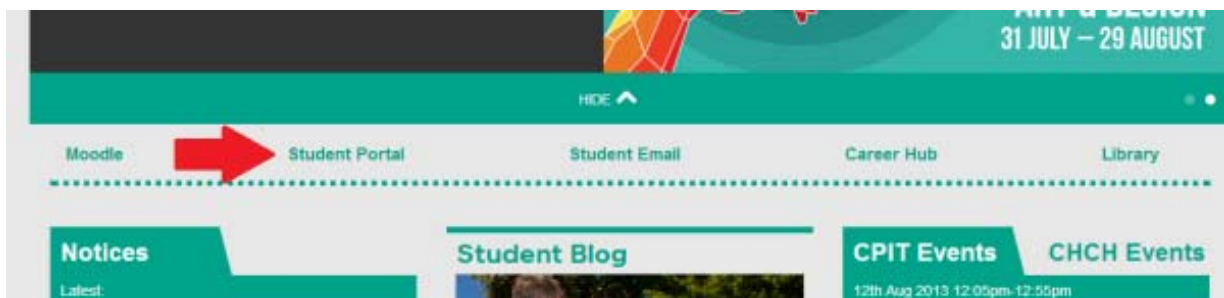# How to access your student portal

Your student portal allows you to:

- apply online
- submit queries to the Contact Centre
- update your personal and contact details
- check your results
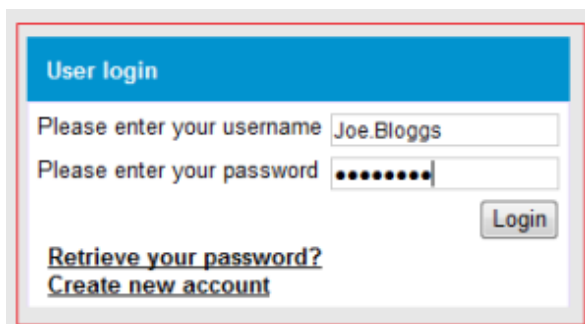- view your timetable
- enrol online

To find it …

1. Go to the campus life page at http://campus.cpit.ac.nz

2. Select **Student Portal**

3. Enter your **username** in the format : Firstname.Familyname   e.g. Joe.Bloggs

4.Click on **Retrieve your password** and enter your date of birth when asked e.g.01011985

5. An email with a new password will be sent to the email address you supplied to CPIT when you enrolled. Ask a librarian if you are not sure which email address you used as we can look this up for you.

6. Enter the new password sent to you in the appropriate box.

To change your Student Portal password

- Scroll to the bottom of the **Details** page of Student Portal to find the facility to change your password.

If you have no email address

- If you have no email address then you will need to go to **Information and Enrolments** and ask them to make your Student email address your home address. (Your student email address will look like your login@student.cpit.ac.nz e.g. abc123@student.cpit.ac.nz). Ask a librarian for assistance with this.

Where is my student email?

- If you chose to have your **CPIT student email** as your personal email then access this email on the campus life page.