Te Ara Āwhina i te Mātauraka



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

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Moodle	Student Portal	Student Email	Career Hub	Library
Notices		Student Blog	CPIT Events	CHCH Events
Latest:			12th Aug 2013 12 05pm	-12:55pm

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

User login		
Please enter your username	Joe.Bloggs	
Please enter your password	••••••	
		Login
Retrieve your password? Create new account		

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 <u>login@student.cpit.ac.nz</u> e.g. <u>abc123@student.cpit.ac.nz</u>). 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.



For further assistance * Ring (03) 9408089 or 0800 24 24 76 and ask for the library * Email: <u>library@cpit.ac.nz</u>