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

1. Go to [www.cdrewu.edu](http://www.cdrewu.edu) and click on *Current Students*. Then click “MyCDU”

2. You will be 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, Student ID (again, emailed to you previously) and birth date. Please enter your date of birth in this format: **mm/dd/yyyy** (include the slashes). **Note:** When entering your student ID#, **do not include the “P.”** Use this format: 000021234.

4. Account activated!
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 (2020 Spring). Enter the course number’s prefix into the “Course Code” area and click “Search.”

2. Click the “Add” next to each course you want to add. This will add the course to your Cart.

3. If you need to change the prefix (i.e, from NUR to ILR), click on “Refine Search.”
4. Once you’ve added all courses to your cart, click on Proceed to Registration.”

5. Review your cart to verify your course selection. Click NEXT at the bottom of the screen to continue.

6. Do a final review of the courses you have registered for. Click NEXT at the bottom of the next screen to continue.
7. Congratulations!!! You’ve completed the registration process. You should receive the following message—

![Traditional Courses - 2020/Spring](image)

**Congratulations! You have completed your Registration for: 2020/Spring**

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**Tips**

- Search using the prefix only (i.e. “NUR” for nursing-related courses). This will bring up all the courses associated with that discipline (i.e., “NUR” will bring all undergraduate and graduate nursing courses. The system is *specific* and *sensitive*.
- Unsure of what you need? Consult with your program 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 period in which you want to drop the course (i.e. 2019/SUMMER)
- 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**

- If you have not received the Onboarding email from the Office of Enrollment Management, please contact Vanessa Riggins, the Director, at vanessariggins@cdrewu.edu.
- If you need assistance adding courses to your schedule, please contact the Office of Registration and Records via email at registrar@cdrewu.edu, by phone at 323-563-4856, or in-person in the Student Affairs Suite (COBB).
- If you have forgotten your password, go to https://psswrds.cdrewu.edu to reset it. If you continue to have issues or 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.