

Cowley College

Accessing Your Student Information

Cowley Username & Student ID Number

Your Cowley Username for all of the following will be your last name, the first letter of your first name, and the last six digits of your Cowley student ID number. (If your last name includes a hyphen or apostrophe, they will be removed from your username.) For example, John Smith – with the Cowley ID number 999234567 – will have the username: SmithJ234567

Password

The first time that you log into the network, your password will be: **Password1**. The password is case-sensitive (the P must be capitalized, the remaining characters must be lowercase, and the final character is the numeral one). All systems require you to log in using your password (except Campus Connect which uses a PIN number). You are strongly encouraged to change your password.

PIN Number

Campus Connect (described below) uses a four digit PIN number. It is initially set up when you apply for admissions, online. If you do not remember your pin number or do not remember receiving one, use the Logins & Links at the top of the <http://www.cowley.ed> web pages and select Campus Connect. You will then be able to use the “Look Up My Username and Pin” or “E-mail My Username and PIN”. If you have any problems or questions about Campus Connect, you can contact our helpdesk at <http://www.cowley.edu/helpdesk>

Blackboard Learn (Online, Hybrid and Web Enhanced Courses)

If you are taking an online course, a hybrid course, or a course that has been enhanced with web content, you will need to log into Blackboard, which is the Learning Management System (LMS) that the college uses for web-based instruction. You can access Blackboard from any web browser (on or off campus). A link to Blackboard login page is in the Logins & Links drop down menu at the top of <http://www.cowley.ed> web pages. You will need to complete the Blackboard online orientation before proceeding in coursework utilizing Blackboard. The Blackboard Orientation course is found under “My Courses” in Blackboard.

*Log into Blackboard by entering your <CowleyUsername> and the initial password of **Password1**.*

C-Mail (Cowley Student Email)

Your C-Mail (or Cowley Student Email) account is used to keep you informed. Your C-mail account will provide you with notifications of college deadlines, campus events, weather closings, add/drops of classes, etc. This is one of the primary methods through which college personnel will communicate with you, so it is vital to check it often. You can access C-mail from any web browser (on or off campus). A link to “Check email – students” is in the Logins & Links drop down menu at the top of <http://www.cowley.ed> web pages. Log in using your Cowley Username and your password. There are instructions for setting up your C-Mail account to forward automatically to another email account if you prefer.

*Your C-Mail username is <CowleyUsername> and your password is **Password1***

Campus Connect

Campus Connect allows you to enroll in classes, check your financial aid status, print your schedule, view your grades, print an unofficial transcript, apply for your parking permit, vote in student elections, and much more. You can access Campus Connect from any web browser (on or off campus). A link to “Campus Connect” is in the Logins & Links drop down menu at the top of <http://www.cowley.ed> web pages. *Log in using your <CowleyUsername> and your 4-digit **PIN** number.*

Using Computers on Campus or Access to Wireless Network

Computers are available on all of our campuses for you to use. Students may use their own computers to access the wireless network from various “hot spots” on the Cowley campuses and student centers. To do so, you will need to log in using your **Cowley Username** and **password**.

HELP

If at any point you have difficulty accessing any of these services, you can request assistance through the Cowley College Help Desk at <http://www.cowley.edu/helpdesk> or by calling **1-866-940-0063**.