Cheyney Students' D2L logon instruction

Your Desire2Learn Username and password are the same as your Financial Aid Student Self-Service (FASSS) logon. The username is your Cheyney E-mail address, such as jdoe@wolf.cheyney.edu. If you don’t know your password, please come to IT office (Tel: 610-399-2043) with your Photo ID to get an initial one. In order for you to logon to D2L, you have to change your password by following the instruction below.

1. Go to https://password.passhe.edu and select Cheyney University.

2. Click on Change Your Password

WELCOME TO THE ACTIVE DIRECTORY ACCOUNT SELF-SERVICE PORTAL!

Please select from the options below:

- Change Your Password
  If you know your current password, you may use this feature to change your password or reset your password if your account has expired.

- Setup Your Account for Self-Service
  All FASSE users should run this tool prior to using any applications or sites provided by PASSHE. Completing this short setup will allow you to utilize forgetting your password.

- Reset Your Account
  If you have forgotten your password or your account is locked out, you may reset your account here. If you have not previously setup your account, you

3. Type your username (Your Cheyney Email address) and your temporary password you got from IT helpdesk.

YOU MUST FIRST LOG ON TO USE THIS FEATURE.

Username: username@cheyney.edu
Password: ************

Log On

4. Put your old password which is your temporary password given by IT office. Then put your new password. PLEASE READ PASSWORD CHANGE REQUIREMENTS BEFORE YOU PUT YOUR NEW PASSWORD.
5. After your successfully reset your password, please go to https://password.passhe.edu/home.aspx and select "setup your account for self-service" for your PIN. With your own PIN, you will be able to reset your password when you forget it.
6. Fill out your PIN and requested questions. After you submit all your information. You will be able to access your D2L. Please go to http://cheyney.desire2learn.com to log on or go to Cheyney Webiste Desire2Learn link.

ACCOUNT SELF-SERVICE: ACCOUNT SETUP TOOL

You are logged in as: cheyney.edu  [Log Out]

Please complete the information requested:

Please enter a 4 digit PIN number:

Select a question to be asked when using the tool:
What is your mother's maiden name?

Enter the answer to the selected question

Additionally, please define a unique question and answer:

Your unique question to be asked:

Provide the answer to your unique question:

Undo Changes  Submit

WELCOME TO THE SELF-SERVICE PORTAL

The Pennsylvania State System of Higher Education has implemented a new web-based environment allowing access to many virtual tools which are designed to benefit administrators, faculty, staff, and students of its member universities. Access to records and essential tools via the web is a powerful, convenient, and productive means of doing business. We are confident you will find the portal both progressive and easy to use.

In order to access the Self-Service Portal, you must have a valid university account and password. If you need assistance with an online function, tips and documentation have been integrated into the portal applications or you can contact your local help desk.

Look for continuous enhancements to this system in the future. More options are being developed and more tools will be implemented as they become portal ready.

7. Please remember, every 90 days you will need reset your password. Please use your PIN and the answer of your security question to reset your password. The link is still the same: https://password.passhe.edu. You can also get to the change password link from http://cheyney.desire2learn.com (or Cheyney Web site link) by clicking Forgot password link on the D2L logon page.
Welcome to the Active Directory Account Self-

Please select from the options below:

- **Change Your Password**
  If you know your current password, you may use this feature to change your passw

- **Reset Your Account for Self-Service**
  All first-time users should run this tool prior to using any applications or sites provi
  forgettng your password,

-  **Reset Your Account**
  If you have forgotten your password or your account is locked out, you may reset:

**ACCOUNT SELF-SERVICE: RESET YOUR ACCOUNT**

Using this system, you may perform the following tasks:

- If you have forgotten your password, you can have it reset.
- If your account is currently locked out, you may unlock it.

To get started with the service, answer the following questions:

**What is your username?**

**What is your PIN?**

To return to the home page click [here].

8. If you have any questions, please contact our HELPDESK at 610-399-2043. Thanks.