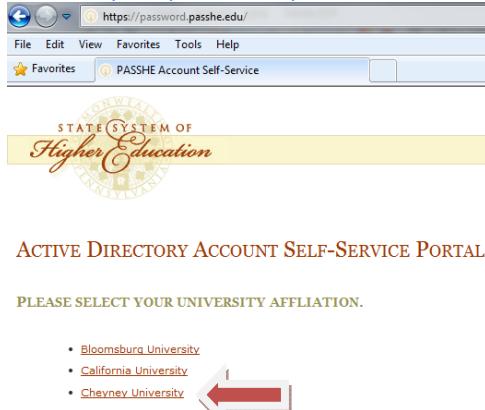


Cheyney Students' D2L logon instruction

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 first-time 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:

Password:

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**

YOU MUST FIRST LOG ON TO USE THIS FEATURE.

Username:

Old Password:

New Password: Password not entered

Re-enter Password:

Password Change Requirements:

1. Password must be at least 8 characters in length
2. Must be different than your previous 3 passwords
3. Must not contain significant portions of your user account name or full name
4. Must have 3 of the 4 characteristics below:
 - Lowercase character(s)
 - Uppercase character(s)
 - Numeric character(s)
 - Special character(s), such as ! @ # \$ % ^ & *

YOU MUST FIRST LOG ON TO USE THIS FEATURE.

Username:

Old Password:

New Password: Good

Re-enter Password:

Password Change Requirements:

1. Password must be at least 8 characters in length
2. Must be different than your previous 3 passwords
3. Must not contain significant portions of your user account name or full name
4. Must have 3 of the 4 characteristics below:
 - Lowercase character(s)
 - Uppercase character(s)
 - Numeric character(s)
 - Special character(s), such as ! @ # \$ % ^ & *

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.

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
- [Setup Your Account for Self-Service](#) ←
All first-time users should run this tool prior to using any applications or sites provided by PASSHE. Completing this short setup 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 previous

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** [\[Sign Out\]](#)



Please complete the information requested:

Please enter a 4 digit PIN number: e.g. last 4 numbers of your employee number or student number

Select a question to be asked when using the tool:

Enter the answer to the selected question 30 character max

Additionally, please define a unique question and answer:

Your unique question to be asked: 60 character max

Provide the answer to your unique question: 30 character max

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.

ENTER YOUR ACCOUNT INFORMATION

Username:

Password:

Logon Problems?
[Account Self-Service Portal](#)

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 password.
- [Setup Your Account for Self-Service](#)
All first-time users should run this tool prior to using any applications or sites provided to prevent forgetting your password.
- [Reset Your Account](#)
If you have forgotten your password or your account is locked out, you may reset your account.

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?

Submit

To return to the home page click [here](#).

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