Change Your CedarNet Password

**Single Sign-On Environment**
CedarNet operates as a single sign-on environment. This means that your unique CedarNet username and password allows you to:

- View University email using Cedarville Google Apps for Education (cedar.to/google).
- Access CedarNet, the Internet, CedarInfo (cedar.to/cedarinfo), and Moodle online courses (cedar.to/moodle).
- Use the CedarNet wireless network from a laptop, tablet, or other mobile device while on campus.
- Sign in to parent access (cedar.to/parents) and/or the alumni directory (cedar.to/alumni) if you are a parent and/or alumnus.

**How to change your CedarNet password**
Students, faculty, and staff are required to change their CedarNet password every 360 days. This helps maintain the security of your CedarNet account.

1. **Access the Internet**
   If you are at home or are using a personal computer or device on campus, access the Internet in your customary way.
   
   From a University computer, click the Google Chrome icon, which is located either as a shortcut on the computer desktop or off the Windows start menu.

2. **Locate the Cedarville University Homepage**

   **On-Campus**
   Faculty, staff, and students will be redirected to either the Cedarville Student homepage or the Cedarville FacStaff Homepage automatically.
   *(The Student Homepage is used as an example in this handout.)*

   **Off-Campus**
   Use your Internet browser to navigate to cedarville.edu.
   Click the appropriate link in the top-right corner of the web page *(see available choices - arrow 1)*.
3. Log In

**Current Students:** Click the CedarInfo link in the Quick Links pane (see arrow 2, prior page). Enter your CedarNet username and password.

**Faculty and Staff:** Click the CedarInfo link under the Quick Links tab. Enter your CedarNet username and password.

**Alumni:** Click Online Services from the left navigation links. Click CedarInfo from the list in the center of the screen. Enter your username and password.

**Parents:** Click the CedarInfo link on the left side of the screen. Click Access CedarInfo Now. Enter your CedarNet username and password.

**Prospective Students:** Call Information Technology (937-766-7905) to reset your password.

4. Change Your Password

a. From the CedarInfo screen, locate the Individual (General) Transactions category.

b. Click Change your CedarNet password.

The CedarInfo: Change Passwords screen will appear.

c. Refer to the password requirement listed in the blue message box.

d. Type your current password.

e. Type your new password. Confirm your new password by typing it a second time.

f. Click [Process Change].

The message “SUCCESS: Your CedarNet/CedarInfo password was successfully changed” should appear.

g. Otherwise, click the CedarInfo Main Menu link, which will return you to CedarInfo where you can repeat the password change process outlined in section 4 of this handout.

h. After successfully changing your password, click the End CedarInfo Session link to exit.

5. Getting Help

If you have any additional questions, please call Information Technology at 937-766-7905 or email TechHelp@cedarville.edu.