New Student “How To’s”

HOW TO ACCESS USERNAME and PASSWORD for VIP and CALU EMAIL and Computer Labs

- Go to the CALU website at www.calu.edu.
- Click on the Quicklinks icon (left side).
- Select Get Campus Username and Password.
- Enter CWID number (included in acceptance letter), name, 8- digit birth date (mmdyyyy), and submit.
- Write down your CALU Username and password exactly as it appears. The password is case sensitive.
- To change your password, follow the CalU email account instructions.

HOW TO ACCESS CALU EMAIL ACCOUNTS

- Go to the CALU website at www.calu.edu.
- Click on the Quicklinks icon (left side).
- Select Check Email, enter username and password and sign in.
- To change your password, click on Options (top right), then select Change Your Password.
- You can also access your email account through VIP.

HOW TO ACCESS SCHEDULE in VIP

- Go to the CALU website at www.calu.edu.
- Click on the VIP icon (left side).
- Enter your Username and password.
- Click on the tab Academic Info.
- Click on Concise Schedule (center column).
- Select Term and submit.
- To view other options click on Return to Menu (top right).
- To log off, click on Back to Academic Info Tab (top left).
- Click on Log out (top right).

HOW TO ACCESS BOOK INFORMATION

- Print your “concise” schedule (through VIP) as you will need the department, course, and section numbers to get book information.
- Go to the CALU website at www.calu.edu.
- Click on Quicklinks.
- Click on Bookstore.
- Go to BOOKS and select “Textbooks and Course Materials” from dropdown box.
- Select Semester.
- Select Your Department (listed under Course on your schedule, e.g., ENG).
- Select Your Course (listed under Course on your schedule, e.g., 101).
- Select Your Section (listed under Course on your schedule, e.g., 01) and submit.
- If the book information is not available, you will see the message “To be Determined”, and you will have to check back for updates.