How do I register my computer to use on campus?

From a campus PC or a computer that has already been registered. Open a browser and go to www.calu.edu/ithelpdesk for instructions. If you have issues visit Noss 219 for assistance registering or call 724-938-5911 option 2.

I forgot my password, how do I reset it?!

If you need your password reset and have NOT registered for the Password Reset Utility Tool, you can call the Service Desk or visit Noss 219 with a photo ID.

Spam/Phishing Emails

There have been recent cases of spam/phishing emails sent out. If ANY email ever asks for your username/password or other personal information, PLEASE DO NOT provide the information or respond. Forward these emails to utechrequests@calu.edu

New Student Information

Accessing Email, VIP, D2L and Printing

You will have one account for Email, VIP, D2L and printing. To retrieve this information go to www.calu.edu and click on ‘QUICK LINKS’ then click on ‘Get Campus Username and Password’. Follow the prompts to retrieve your username and initial password. (This is not a reset tool. It will ALWAYS give you the same initial password that will only work until you change your password for the first time).

ICF Labs

Cal U provides 3 labs in Noss Hall that are available for student use with the same hours listed above.

- Noss 203 and 221 has computers only while Noss 222 also has scanners.

Printing is also available in the ICF labs. Each student receives a $25 credit each semester. This is equal to 500 single print pages or 312 double-sided pages. Additional pages can be purchased and added to your Cal Card.

Print Services

You can print from any computer on campus as well as your own computer or mobile device via your Cal U email account.

You will pick up your print out in the ICF print lab in Noss Hall room 211. You will need your Cal Card in order to retrieve your print out.

For more information on Cal U print services please go to www.calu.edu/ithelpdesk

Passwords

Changing your Password

You must change your password every 180 days (6 months). You will be prompted to do so by signing into email via owamail.calu.edu OR clicking the email icon in VIP or when logging onto a campus computer.

IF you do not change your password within the given period of time, you may be locked out of D2L and VIP.

Password Criteria

New passwords must meet the following:

- Be at least 8 characters long and different from previous 4 passwords used.
- Must contain 3 of 4 following requirements:
  - Uppercase letter
  - Lowercase letter
  - Number
  - Symbol

You may only change your password once a day.

Password Reset Tool

Go to www.calu.edu

Click on ‘quick links’ then ‘password reset utility’.

Follow the instructions to register.

If you forget your password, you can go to the tool to reset your password at any time!