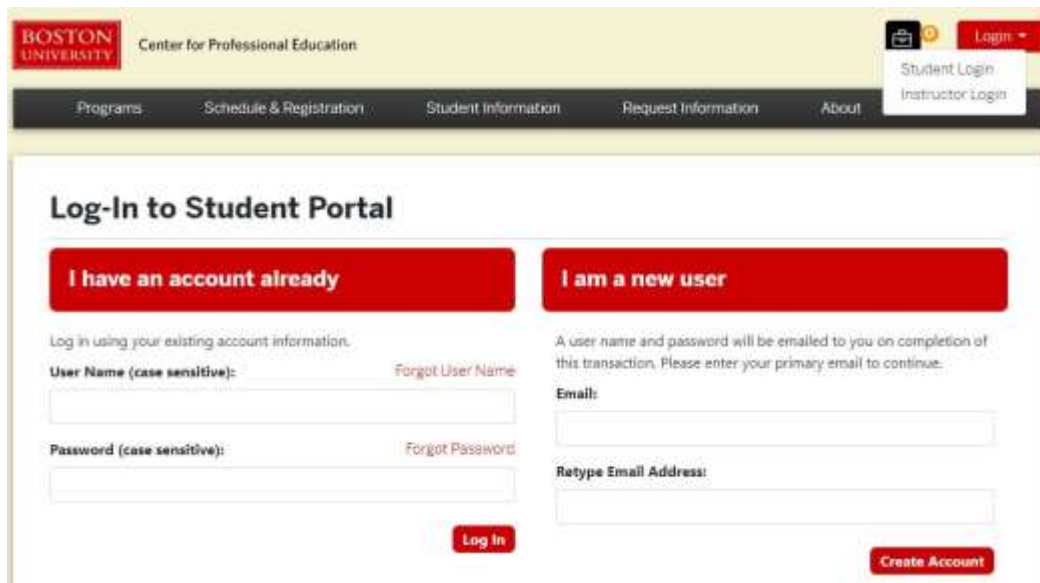## How to Create a Student Account with CPE

You will not be able to navigate to all features using a tablet.

Go to CPE website, https://cpe.bu.edu/, and click Login

On the home page of our website https://cpe.bu.edu/, please select the login button. This is located on the top right corner of your screen in red. You will see a small drop-down window which should list a student login option that you should select next.

You should now be on the Log-In page for the Student Portal (pictured above). Enter your email address in the boxes indicated for "I am a new user." Select Create Account on the bottom right corner of the page. *(NB – You may already have an account if you have already been enrolled in a course with us. If so, go to "I have an account already", enter your email, and click Forgot Password)*

You should now see a **Contact Information page**. You should proceed with creating a password. Please remember, *your password must be a minimum of 10 characters and contain both alpha and numeric characters*. There will be messages indicating if your password does not fit the criteria, and it will not allow you to move forward with account creation until you choose a suitable password.

After you have entered a suitable password, you can then proceed with entering your contact information and mailing list preferences.

At the bottom of the page, you will see the option to submit. Please review the information you entered and select submit when you are ready to create your account. On the next page you will see a message stating that your request is being processed. You can now proceed to the login once again and sign in with the email and password you used to create the account.

You now have account. The **username** is the original email address used to register for the class. If the password is forgotten, click "forgot password." A temporary password will be sent, and after it is changed, you will be able to access your account. If you have a Blackboard account, your password may be different, even if your username is the same.