Step 1: Set Up Your CSP Blackboard Account

1. Go to: https://passwordreset.csp.edu:9251/authorization.do

2. Use your **CSP network account credentials** to login
   - Your **username** is the first part of your CSP email address
     (ex: student@csp.edu, username is: *student)*

   - Your **18-digit temporary password** combines the following components in this order:
     - The last four digits of your CSP ID
     - Your four-digit birth year
     - #Concordia
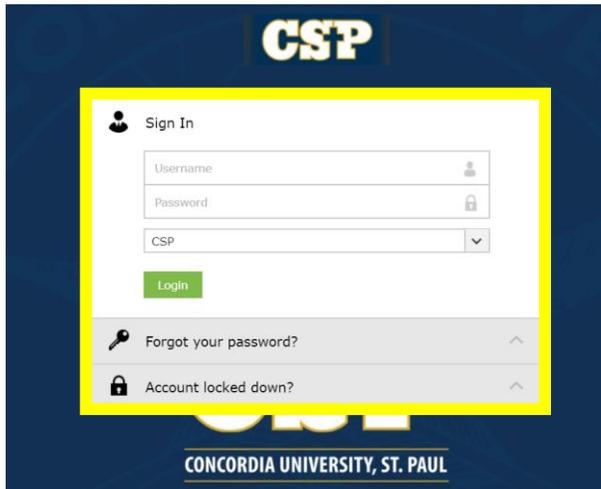
3. Select the **Click Here** button to proceed:
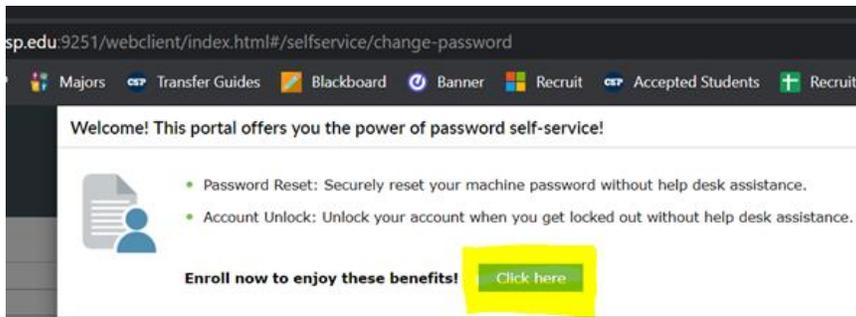
4. Complete the following **security questions**, then click **next**.

5. Upon successful completion, you should receive the following message.

6. From here, click on the **Change Password** tab to change your temporary password.

7. Follow the password requirements to change your password. The click **Change Password**.

Step 2: Set Up Your CSP Gmail:

1. Using your username (*first part of your CSP email address*) and **new** password, login to access your CSP Gmail.

2. Complete the 2-Step Verification Process. This will ensure your email is secure and prevent your account from being locked out.

Save your CSP credentials! You can now use your username and **new password** to access Blackboard and your CSP email account! Bookmark these links for future reference ☺

How to forward your CSP Gmail to your personal email:

Concordia recommends that every CSP student uses their CSP email address. All emailed communication from CSP will be directed to the CSP email address therefore it will be imperative for all students to maintain and check their CSP Gmail account regularly.

If you would like to forward your CSP Gmail, please follow these steps:

1. Login to your CSP Gmail Account
2. Go to your **settings** (the gear icon on the top right of the email page)
3. Click on the **"Forwarding and POP/IMAP" tab**
4. Click on the **"Add a forward address" button**
5. **Enter the forwarded email address** and follow the instructed directions