In order to log into My ChaffeyVIEW, you will need to have your ID Number, User ID, and Password.

Your User ID is a combination of your Chaffey ID Number and the initials of your first and last name in lowercase.

**What if I don't know my User ID?** You can retrieve your User ID on My ChaffeyVIEW by clicking the Login and Password Help link.

Click on the link to look it up and then enter your last name and social security number and submit.

Write down your User ID and click **OK** to return to the login page.

**What if I don't know my password?**

If you have **never** logged into My ChaffeyVIEW, your initial password is your 6-digit birth date (i.e. 070892). Once you enter this initial password it is going to expire and you will need to create a new one.

If you forgot your password then you will need to use the **Re-set Function** to create a new one. The new password must be 6-9 characters and include at least one letter and one number.

When you create your new password there will be box to enter your “old” password. Your “old” password is your 6-digit birth date. (This will always be your “old” password whenever you must create a new password on My ChaffeyVIEW.)

When you have logged into the system, you will see your name in the left hand side of the screen. Click the blue “**Students**" icon to access the **Student Menu Options**.

(10/07/10)