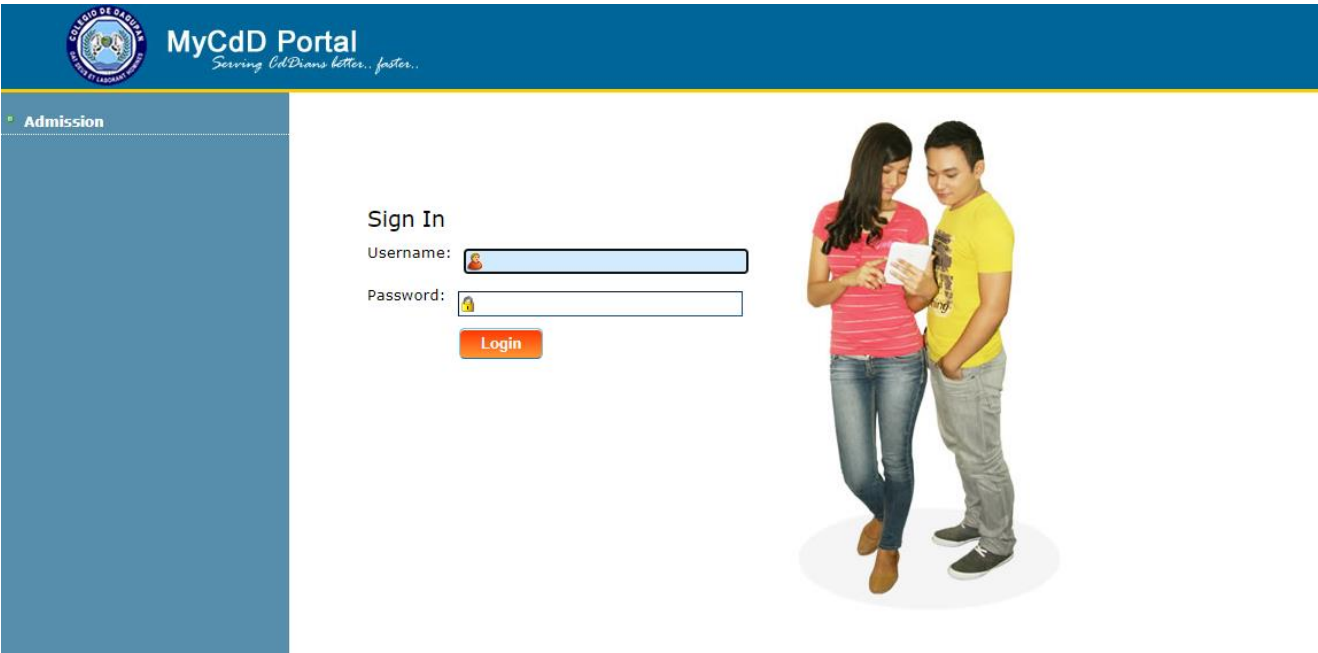


# HOW TO ACCESS THE STUDENT PORTAL

Congratulations for successfully enrolling in Colegio de Dagupan! All bona fide students of Colegio de Dagupan will have the privilege of accessing the Student Portal. You may follow the steps to access your Student Portal:


- 1 Visit the website mycdd.cdd.edu.ph or sa.cdd.edu.ph.
- 2 For first time users, your Student/ID Number will be used as the default for both user name and password.
- 3 When logging in, remember to include the dash in the Student Number.  
For Example: 12-3456-789



- 4 After logging in using the default username and password, you will be directed to create a unique Login ID and Password. Follow the rules in changing the Login ID and password.

## STUDENT'S WHO WILL ACCESS THEIR ACCOUNT FOR THE FIRST TIME AND ASKED FOR A RESET IN THEIR ACCOUNT

In this page, you will create your [permanent username and password](#). Follow the indicated rules in creating your password. Create a [UNIQUE](#) username. The system will not accept a username that has already been used or has a duplicate. After creating your account go back to the login page and use your new username and password that you have just created.



**MyCdD Portal**  
*Serving Cdd'ians better... faster...*

::::: CHANGE LOGIN ID AND PASSWORD


**You are logging in for the first time. Please change your Login ID and password.**  
Rules to change login ID and password  
1. Login ID and password should be more than 4 characters and less than 26 characters.  
2. Password should not be same as Login ID or Employee ID

New Login ID

ID must start with : cdd

New Password

Retype Password

 **SAVE**

click to save new password

- 5 You may now use your unique Login username and password to access your portal.
- 6 Remember to keep your username and password to yourself. Do not share them to anyone.
- 7 For students who have forgotten their login details, you may send an email to the Management Information System Office, [cddmis@cdd.edu.ph](mailto:cddmis@cdd.edu.ph) and ask for an account reset. This will set the login details to default.