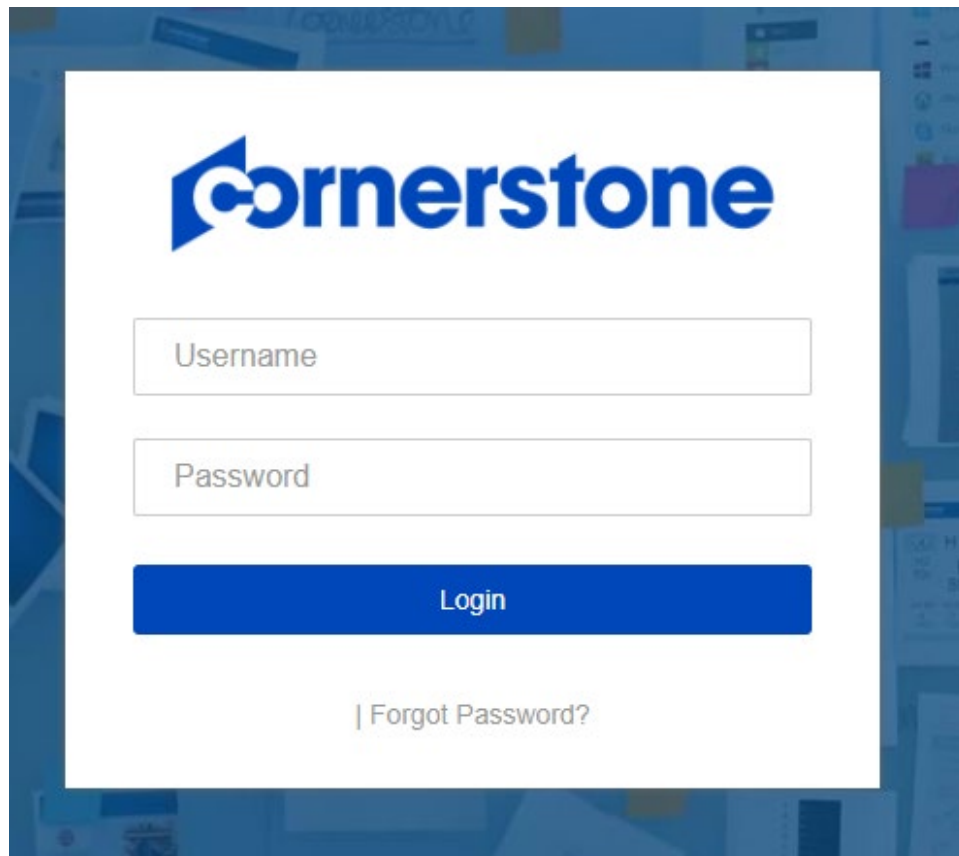


How to Log into the LMS when you do not have access to SSO

1. Go to <https://dca.csod.com/>
 - a. Please always use Google Chrome when available. Try to avoid Internet Explorer if possible

2. Sign in with these credentials:
 - a. **Username:** Your email address
 - b. **Password:** P4ssw0rd

If you have tried this correctly and it does not work OR you receive an error message, please see step 5.



The image shows a login interface for the Cornerstone LMS. At the top, the 'Cornerstone' logo is displayed in blue. Below the logo are two white input fields with light gray borders. The first field is labeled 'Username' and the second is labeled 'Password'. Below these fields is a solid blue button with the word 'Login' in white text. At the bottom of the form area, there is a link that reads '| Forgot Password?' in a light gray font. The entire login form is centered on a white background, which is itself set against a blue background with faint, abstract shapes.

3. You will be prompted to the page below. In the “Current password” box Type in “P4ssw0rd”. Then create a new password with the password criteria listed.

Change Password

Your password has expired. Please change your password.

The new password must match the following criteria:


- * Passwords must contain both upper and lower case letters.
- * Passwords must contain alpha and numeric characters.
- * Passwords cannot be the same as the previous 5 passwords.
- * Passwords must be 10 - 20 characters.
- * Passwords cannot have leading or trailing spaces.
- * Passwords cannot be the same as the Username, User ID, or email address.
- * Passwords must contain at least one special character.

Change Your Password

Current password

New password
Confirm password

4. After you hit “save” it will prompt you back to this pass where you will log in with your email and new password



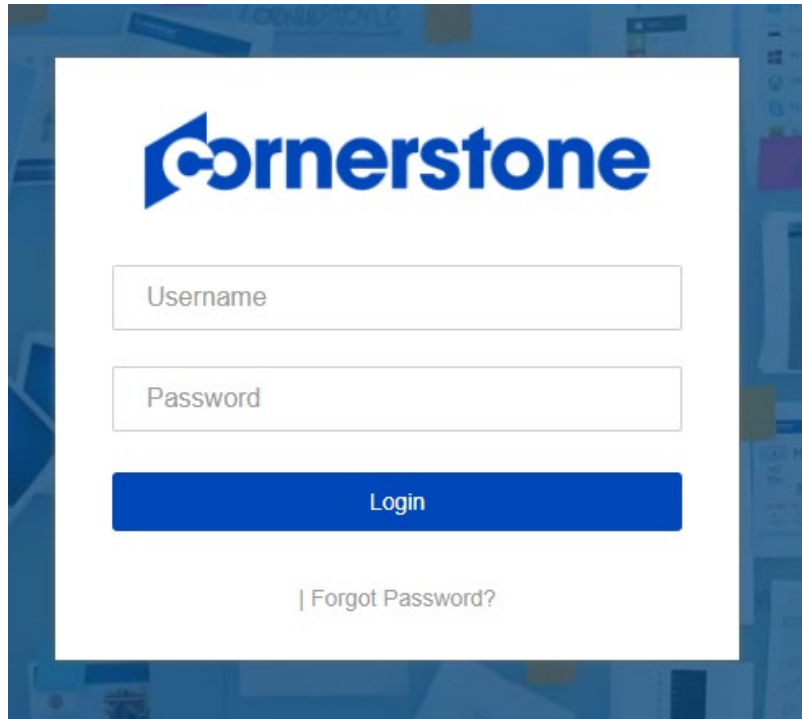
Username

Password

Login

[| Forgot Password?](#)

5. If you are unable to reset your password in step, click the “forgot password?” button below “Login”




6. Type in your email address in the “Login Credentials” box. Click that you are not a robot and submit.

Forgot password?

Please enter your Username or User ID and an email containing your password will be sent to you.

Login Credential

I'm not a robot

 reCAPTCHA
Privacy - Terms

7. This will generate and email that will send you a link to reset your password.
8. Once you reset your passwords, you will be able to log in with your email address and new password.