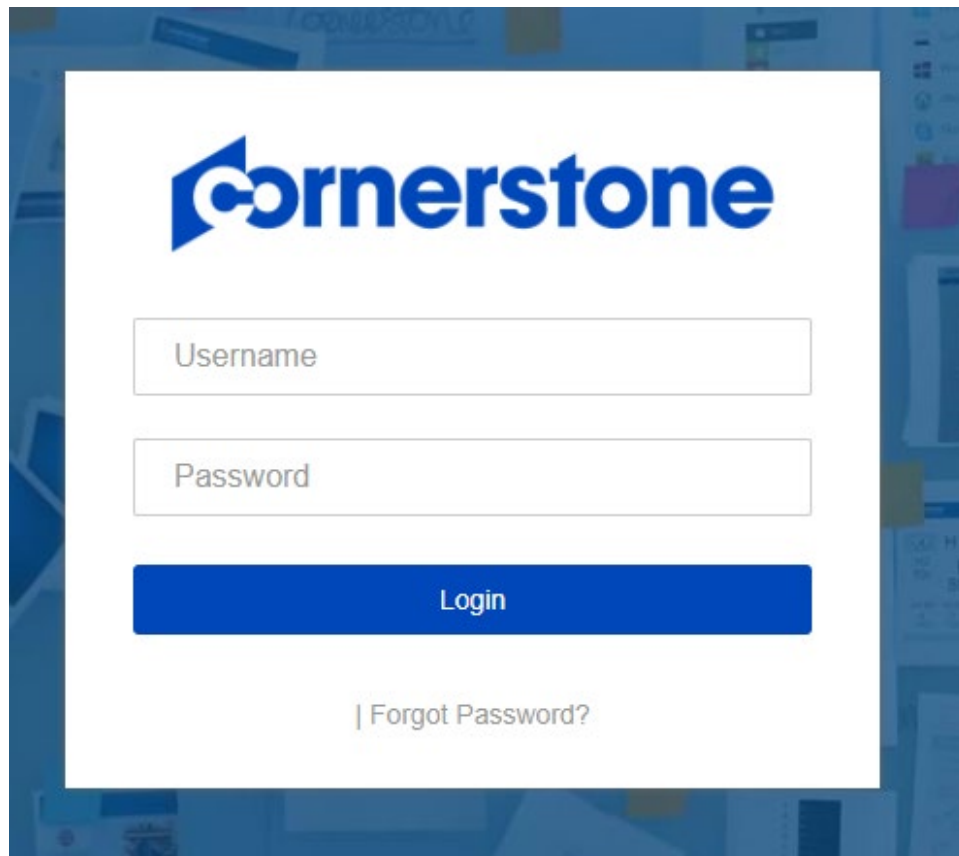# How to Log into the LMS when you do not have access to SSO

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.

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 <u>and</u> 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
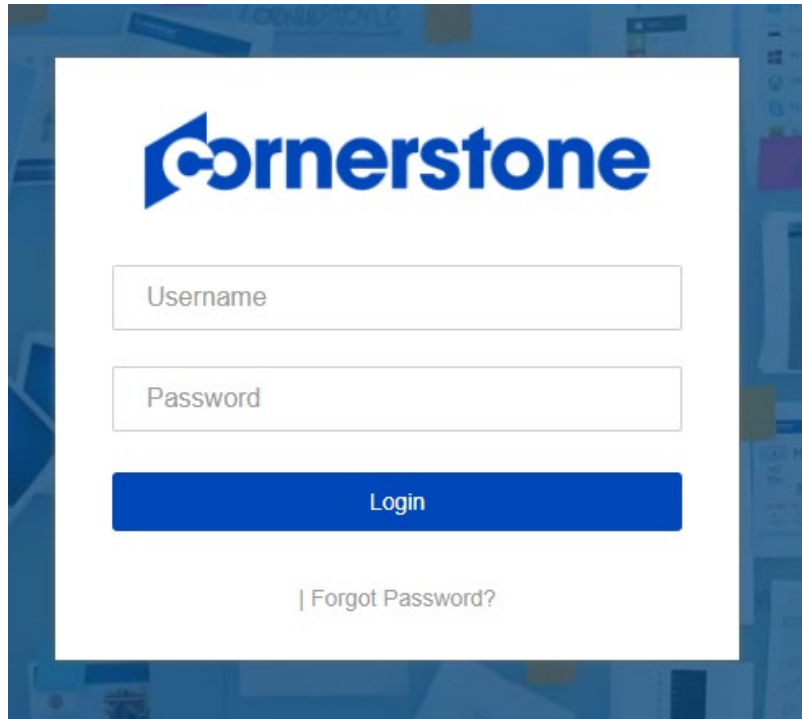
5. If you are unable to reset your password in step, click the "forgot password?" button below "Login"

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

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.