

Registration for Continuing Graduate Students

Degree-seeking Students:

Registration appointments can be viewed by logging on through EagleLINKS
Click on Self Service, Student Center. Select a term and click on continue.

Priority Registration/Appointments are determined by the academic level and the number of completed earned hours. Students who fail to register during the priority registration period can register during the open or late registration period. **All students are required to meet with their advisor prior to registration. Please contact your advisor several weeks prior to registration to avoid registration delays.** Refer to the academic calendar for the open and late registration dates.

Note: Registered students must pay the tuition and fee charges prior to the deadline date (Refer to the Tuition and Fee Chart and Charge Reduction and Refund Policy).

Degree-seeking Readmit Graduate Students:

Degree-seeking students who previously attended Coppin State University and did not register for the following fall/spring semester must submit an **application for re-admission** to the School for Graduate Studies. For more information contact the School for Graduate Studies at 410-951-3090. **All students are required to meet with their advisor prior to registration. Please contact your advisor several weeks prior to registration to avoid registration delays.** Refer to the academic calendar for the open and late registration dates.

Note: Registered students must pay the tuition and fee charges prior to the deadline date (Refer to the Tuition and Fee Chart and Charge Reduction and Refund Policy).



Non-Degree Students

Students who previously attended Coppin State University as non-degree students and did not register for the following fall/spring semester must submit a **non-degree re-admit application** to the School for Graduate Studies. For more information contact the School for Graduate Studies at 410-951-3090.

Note: Registered students must pay the tuition and fee charges prior to the deadline date (Refer to the Tuition and Fee Chart and Charge Reduction and Refund Policy).

Setting up and Resetting Password Instructions

Please read the instructions carefully.


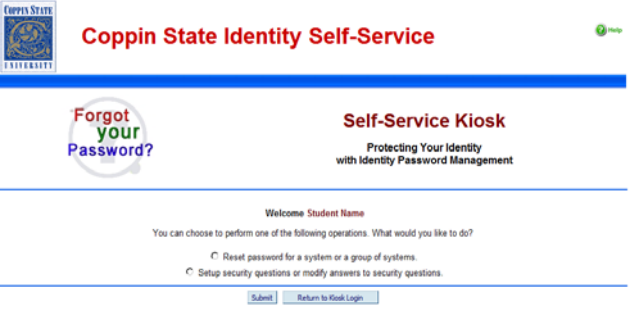
Page	Action(s) to be taken
	<ol style="list-style-type: none">1. To reset your password, log onto the University's website, www.coppin.edu.2. Click EAGLELINKS.
	<ol style="list-style-type: none">3. Click Account Manager.

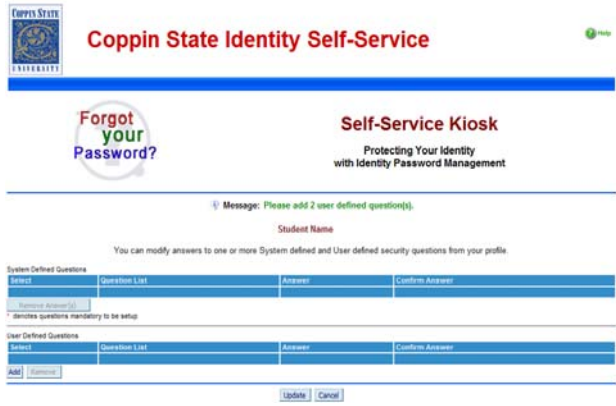
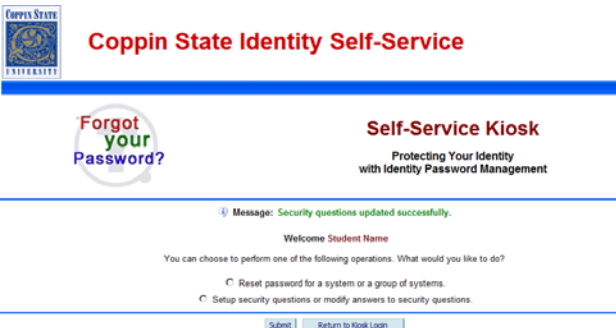


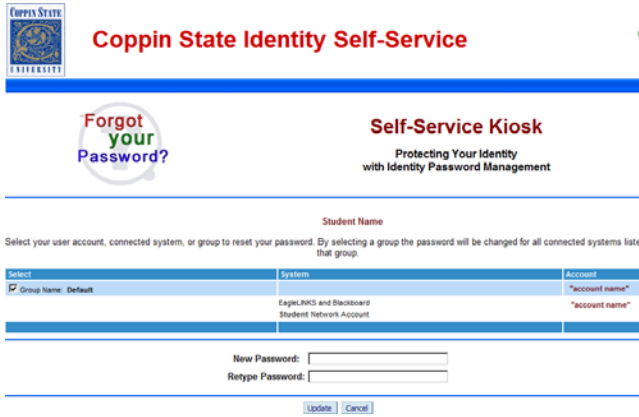
4. Click [Password Reset](#)



5. Type your **User ID** for the **Username** (an example of the **User ID** is outlined on the **Identity Management** screen and click [Submit](#) at the bottom of this screen.

Page	Action(s) to be taken
	<p>6. You will be prompted to answer 3 questions. These questions are:</p> <p>(a) What is your birthdate (mm/dd/yyyy)? (You must enter a zero (0) before single digits and a forward slash between the month, date, & year, example: 01/03/1979).</p> <p>(b) What is your zip code? (Use the zip code of your address on file at the University).</p> <p>(c) What is your EagleLinks ID? (This is your 7-digit Identification ID Number listed in your letter).</p> <p>Now click Submit at the bottom of the screen.</p>
	<p>7. The screen to the left should appear if you have answered the 3 questions correctly.</p> <p>(a) You must first click on the circle next to the “Setup security questions” option, so that you can establish 2 security questions, then click Submit.</p>

Page	Action(s) to be taken
	<p>8. Locate the Add button on the left at the bottom of the screen. Click the Add button twice, type in two (2) user defined security questions and the answers to the questions. You must type in <u>two</u> different questions, or you will experience technical problems.</p> <p>9. Click Update at the bottom of the screen.</p>
	<p>10. Click on the circle next to “Reset Password” option and click Submit.</p>

Page	Action(s) to be taken
	<p>11. On the Password Reset Page, ensure that the small box to the left, at the top of the screen <input checked="" type="checkbox"/> Group Name: Default is checked.</p> <p>12. Type your New Password, Confirm the Password by retyping the New Password and then click <input type="button" value="Submit"/> at the bottom of the screen.</p> <p>Please <u>do not</u> use your FIRST or LAST Name.</p> <p>Your Password <u>must</u> meet the following requirements:</p> <ul style="list-style-type: none"> ▣ <u>8 or More Characters</u> ▣ <u>At least 1 Lower Case Letter</u> ▣ <u>At least 1 Capital Letter</u> ▣ <u>At least 1 Number</u> <p>Examples: 56789Ten raVens23 LoveU2much</p> <p style="text-align: center;">CSU2006csu 1Summer23 Winter99</p>

Page	Action(s) to be taken
	<p data-bbox="836 281 1503 401">If you have successfully updated/reset your password then a screen should appear with the following:</p> <p data-bbox="836 485 1446 569">Message: Successfully reset password for user (JDoe00) in (EagleLINKS and Blackboard).</p> <p data-bbox="836 596 1446 653">Message: Successfully reset password for user (JDoe00) in (Network Account).</p> <p data-bbox="836 732 1503 814">Click the "Return to Kiosk Login" button and return to the Coppin State University homepage to access your Student Email, EagleLinks, and Blackboard accounts.</p> <p data-bbox="836 896 1511 1010">IMPORTANT: Passwords <u>expire</u> every 120 days. You will receive a notification to change your password 14 days <u>before</u> it expires, when you log onto your Coppin Email or the computers on campus. The notification <u>will not</u> appear on EagleLinks or Blackboard.</p>