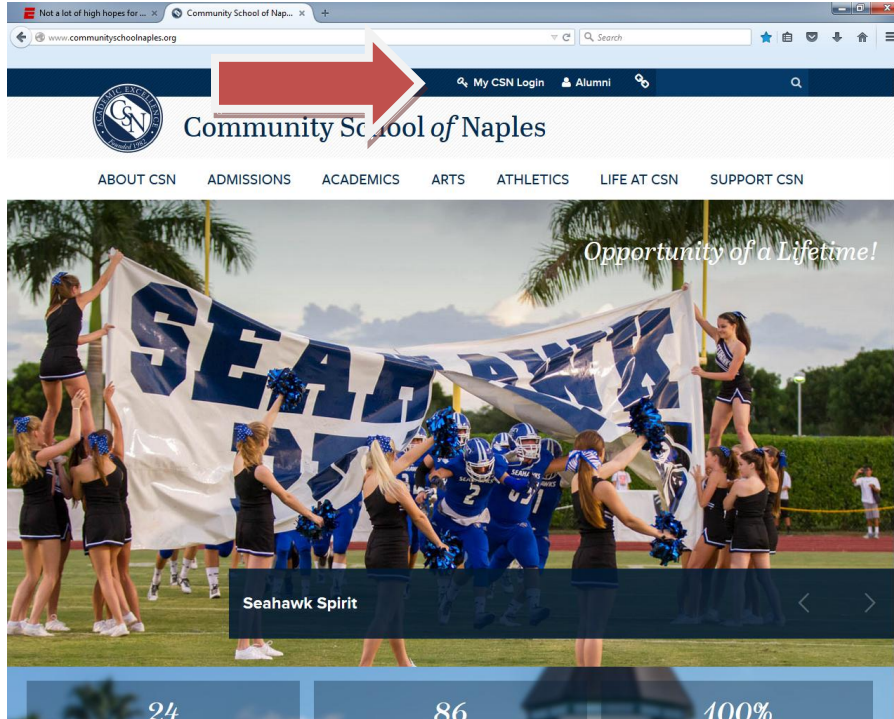


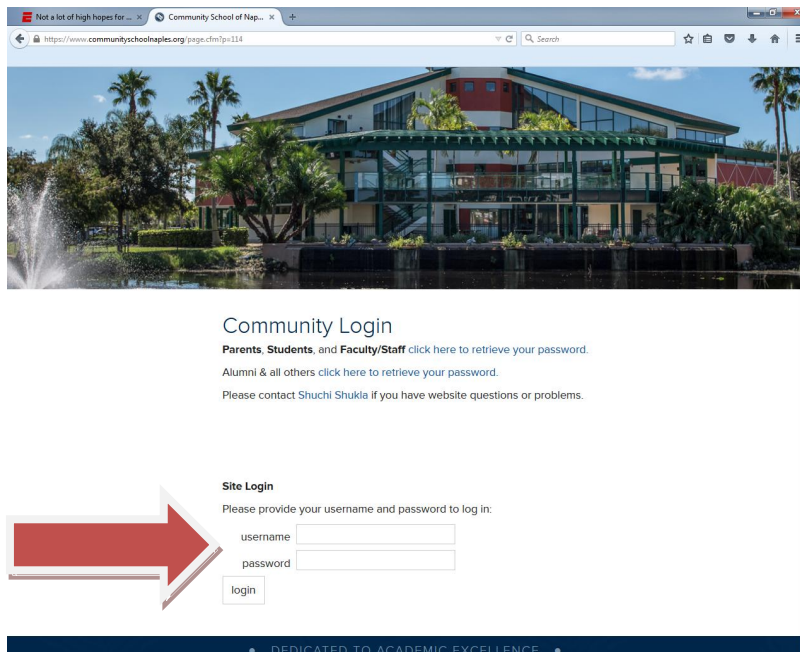
## Student How to:

### Accessing My CSN Portal

1. Browse to the school's Home Page, [www.communityschoolnaples.org](http://www.communityschoolnaples.org)
2. Click on the "My CSN Login" link at the top left hand side of the page:

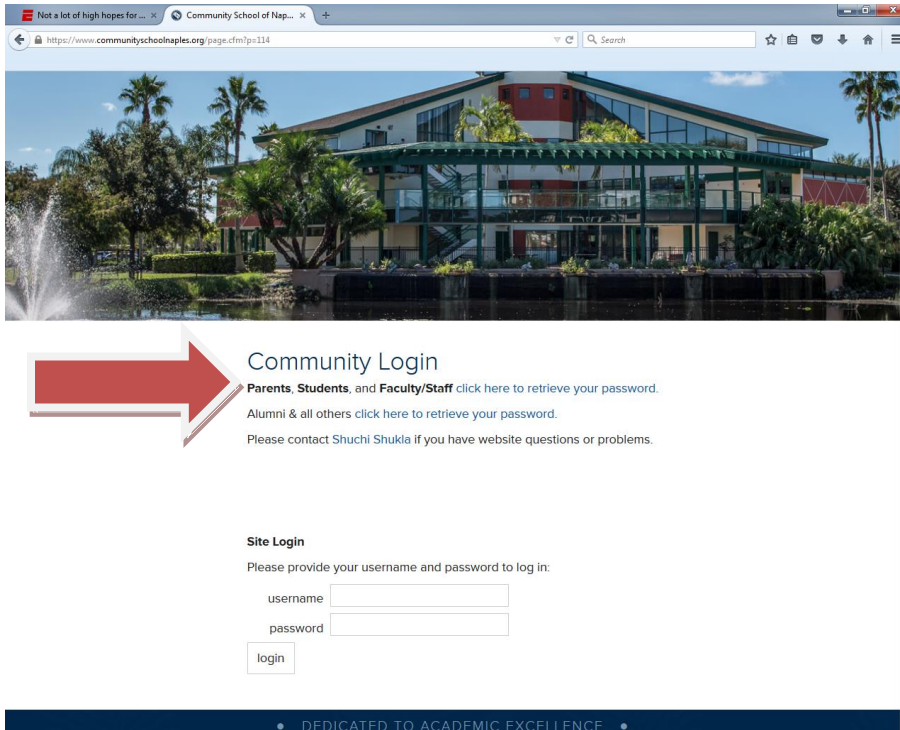


3. Enter username and password at login field (if you have forgotten your password, please go to Step #5):

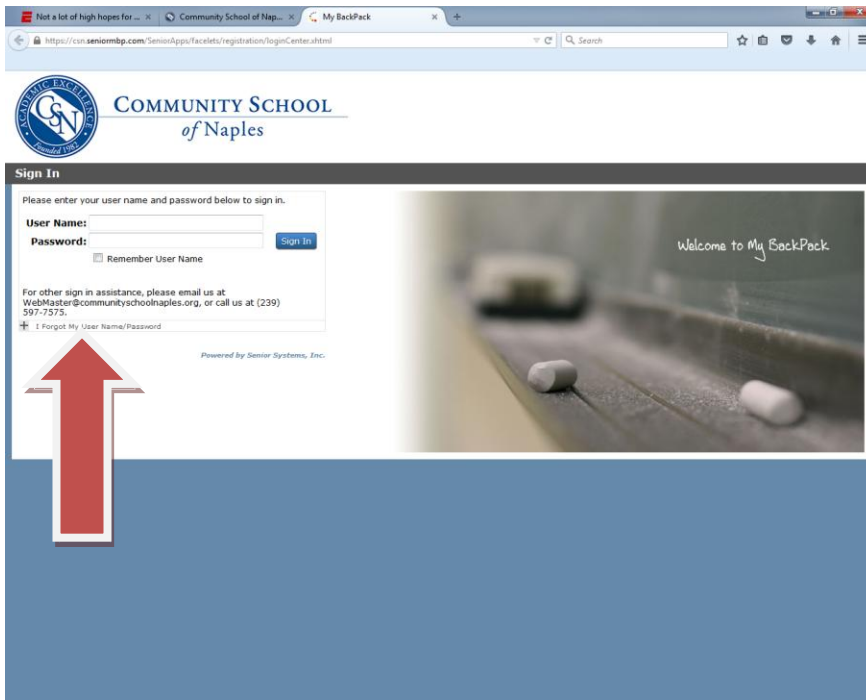


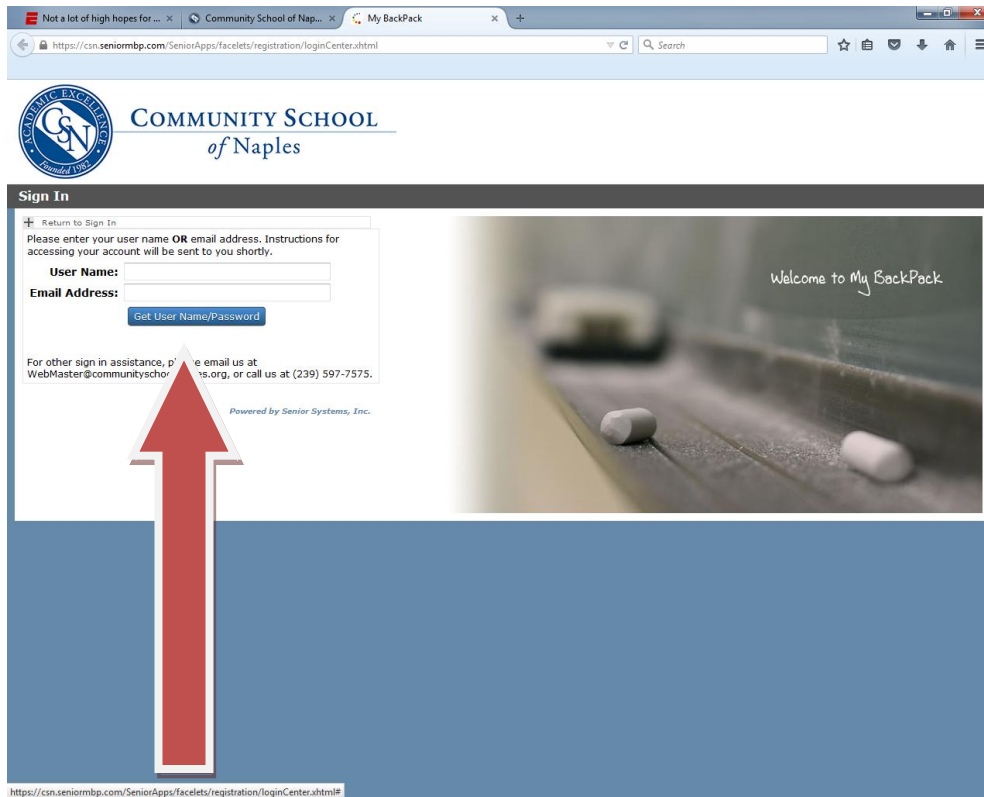
4. Usernames consist of student's first initial, last name, class year. I.E. "Jsmith2020"

5. If you have forgotten your password, please click the “click here to retrieve your password” link located directly above the login field:



6. On the next page click “I Forgot My Username or Password (Click Here)” link:





7. On the next page enter your username (I.E. jsmith2020)
8. Then enter your CSN email address (I.E. [jsmith2020@communityschoolnaples.org](mailto:jsmith2020@communityschoolnaples.org))
9. Then click "Get User Name/Password:
10. Login to your CSN email account. <https://mail.communityschoolnaples.org/owa>
11. You will have received an email message from [bmcwhirter@communityschoolnaples.org](mailto:bmcwhirter@communityschoolnaples.org)
12. This email will contain a link to re-set you're my CSN portal password. This link is valid for 72 hours only.
13. New passwords must be at least 5 characters long and include at least one numeral.
14. **\*If you have forgotten your CSN email password, please see a member of the IT Department or ask a faculty member to submit a password re-set request for you.**
15. **\*\*CSN email account password re-set requests submitted via personal email accounts (I.E. Gmail, Yahoo, etc.) WILL NOT be honored, as there is no way of verifying an individual's identity.**