1. **Browse to the CSN website Home Page:**
   https://www.communityschoolnaples.org

2. **Click on the “My CSN Login” link at the top of the page.**

3. **Enter username and password in the “Site Login” fields. Usernames consist of first initial, last name, and graduation year, no space, for example: vcarr1982**
   If you have forgotten your password, please go to Step #5.

4. **After successful login, you will be on the Student Portal page that provides various school-related resources and group pages, including academic courses.**

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 the + plus sign for the “+ I Forgot My Username or Password” link.**

7. **On the next page enter your username and email address. Then click “Get User Name/Password.”**

8. **Login to your email account. You will have received an email message from:**
   bmcwhirter@communityschoolnaples.org
   The email will contain a link to re-set your CSN portal password. This link is valid for 72 hours only. New passwords must be at least 5 characters long and be alpha numeric.

9. **Then, go back to the “My CSN Login” to access the Community Login page and enter your username and password in the “Site Login” fields.**