

## CDU Quick Start Guide

### If You Have Taken CDU Courses Before:

If you had an account with CDU on Canvas, click on the Sign In button and select Forgot Password to reset your password on the new system. Enter the email address you used for Continuing Education courses on Canvas.

After resetting your password, open your profile, click on Settings, verify the information, and save the profile. Then click on the Access Codes tab and enter your Diocesan Access Code. For the AMS, this is CDU15MILITARY. This only needs to be done once. The code is saved to your profile, and when you register for a course, the discount is reflected in the price in your cart.

### If You Have Not Taken a CDU Continuing Ed Course Before:

Click on the Sign Up button, which leads to the registration form, and fill out all required fields. The last field on the form is the Diocesan Access Code, which for the AMS is CDU15MILITARY.

Proceed to the course catalog by clicking on Courses, pick a course you want to register for, and proceed to payment.

If you have any questions or concerns, do not hesitate to contact Kathleen Wooddell at [kwooddell@cdu.edu](mailto:kwooddell@cdu.edu), 1-888-254-4238, Ext. 713.