Where do I go for help?

For assistance with your username, password, or navigating the site, or technical issues with the website, please call 610-606-4635 or visit http://help.cedarcrest.edu.

FREQUENTLY ASKED QUESTIONS:

I don’t know my password or I am locked out:
The IT Help Desk can assist with obtaining your password. Please call 610-606-4635 or visit http://help.cedarcrest.edu.

I am getting an error trying to register for a class:
Email the Registrar’s Office at registrar@cedarcrest.edu from your Cedar Crest email account so we can assess the reason and register you manually if necessary.

I am a new student and I can’t add or drop classes:
Contact your academic or faculty advisor to assist you.
What is My Cedar Crest?
It’s the campus intranet designed for the Cedar Crest College community which provides a one-stop-shop for students.

What can I do with My Cedar Crest?
Search courses, obtain forms, add/drop courses during applicable time periods, view your current schedule, view campus announcements, view the catalog, view syllabi, view Registrar and Student Financial Services info, join campus groups, create a personal calendar, view advisor information, change personal information, and more.

Instructions on How to Navigate through My Cedar Crest:

1. Type https://my.cedarcrest.edu in the address bar of your browser.

2. You will see:

3. Type your ID number in the user name field and your password (if you are a new student, they were mailed to you with your acceptance letter).

4. You will see the site is organized by tabs including Home, Current Students, Leadership, Student Affairs, etc.

5. Under Home, you can click on course offerings and then perform a course search and add/drop courses during applicable time periods. You can also view campus announcements here. On this page, you can view your grades as well as details of your current course schedule.

6. The Current Students tab of My Cedar Crest is your home for information from the departments that are key to your educational experience. By using the folder links on the left, you can access detailed information and forms from the Registrar’s Office and Student Financial Services. On this page, you can even buy books and print an unofficial transcript. Students may register for courses at other institutions affiliated with Online Consortium of Independent Colleges and Universities (OCICU). You can view the upcoming OCICU course schedule and register for an OCICU course.

7. The Registrar’s Office link on the left sidebar includes forms: declaration of major, transcript request, pass/fail request, late withdrawal appeal, course registration form, independent study, permission to transfer credit and many more.

8. The Student Financial Services link on the left sidebar includes Important Information for students, forms and instructions, and tuition and fee information. The CASHNet Online System link on the left sidebar allows you to view your current bill as well as your bill history, sign up for an interest-free payment plan and also make convenient payments online. The Student Accounts link on the left sidebar provides you with 1098-T tax information.

9. The My Pages tab is custom designed by you, for you. Under My Pages, add bookmarks of your favorite websites, create and manage your personal calendar, browse shared calendars, join or create Campus Groups, explore the Message Center to read emails, create and manage your Cedar Crest email account, and add your own pages.

10. On the left side of all pages is Quick Links: this includes the Cedar Crest College Catalog, Course Syllabi, and Cedar Crest Home page.

11. Update your personal info right online. Next to your name near the top, you will see a link titled Personal Info. The Password tab allows you to change your password. The Biographical Info tab allows you to change your name and/or address (click on the pencil icon to enter changes). The Academic Info tab allows you to view details such as class code, major and degree you are pursuing. You can also choose your own privacy settings here.

Browse around the rest of My Cedar Crest to enjoy all aspects of the College right at your fingertips.