Northwestern | COLLEGE PREPARATION PROGRAM

Activate Your Net ID/Email

Welcome to the College Prep Program at Northwestern University. This letter contains important information to help you access your university network services and NetID. Your NetID will serve as a very useful tool --- it functions as your log-in and electronic identity when accessing campus internet, online class resources, and bill-pay via CAESAR (Northwestern's secure gateway to online student services). College Prep students must activate their NetID and pay their nonrefundable program fee deposit of $900 to reserve their space in the program. You will not be registered for your course until your deposit has been confirmed.

As soon as possible, **activate your Net ID** by following the instructions below:

1. Go to the NUValidate site, http://nuvalidate.northwestern.edu

2. Enter your personalized NetID and NetID password/activation code from your acceptance letter, choose a password, and follow the prompts provided on the page.

3. **Required:** Sign-up for multi-factor authentication www.northwestern.edu/mfa-register

   a. *Log in* using your NetID and NetID password.
   b. *Press* **Begin Registration** and follow the step-by-step instructions
      i. Registration is a simple online process that takes just minutes to complete. Watch the training videos Online Tutorial for step-by-step instructions and to learn what to expect.
      ii. Once registered, the login process is simple. Enter your NetID and NetID password, as usual, and you will be prompted to confirm your identity through your registered phone via voice, text-message, or push notification to the Duo App. Once confirmed, you will then gain access to the system.

4. **Within 24 hours of activating your NetID**, you may use CAESAR to pay your nonrefundable program fee deposit of $900

5. **Set up your Northwestern email account -** Once you activate your NetID, please set up your NU email account, also known as your @u.northwestern.edu account. Visit http://www.it.northwestern.edu/stucollab/index.html to log in to your NU email, and for account options.

All official communication from the University will be sent to your NU email account, and students are expected to check their NU email for messages. Once activated, you can start using it for email, calendaring, Google Sites and Google Docs, spreadsheets, and presentations. Once you log in, you can also set up forwarding of your NU email to a different email address.

If you have trouble activating your NetID please contact The College Prep Office via email at cpp@northwestern.edu or by phone at (847) 467-6703.

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Northwestern University
405 Church Street
Evanston, Illinois 60208
E-mail: cpp@northwestern.edu • Phone: 847-467-6703 • Fax: 847-491-3660
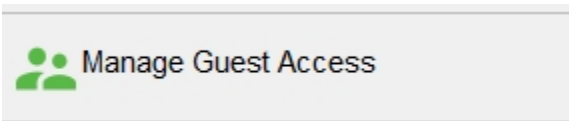
Guest Access

One of the first things you need to do is grant "Guest Access" to your parent/guardian so that they may pay your bill when it becomes available. With your activated NetID, you are now ready to access your student account in CAESAR. Navigate to the CAESAR homepage (https://www.caesar.northwestern.edu/), and sign in using your NetID and password.

Guest Access:

1. Once logged on to CAESAR, the Student Homepage will appear. Click the Profile tile at the top left the icon with two vertical bars to open it.
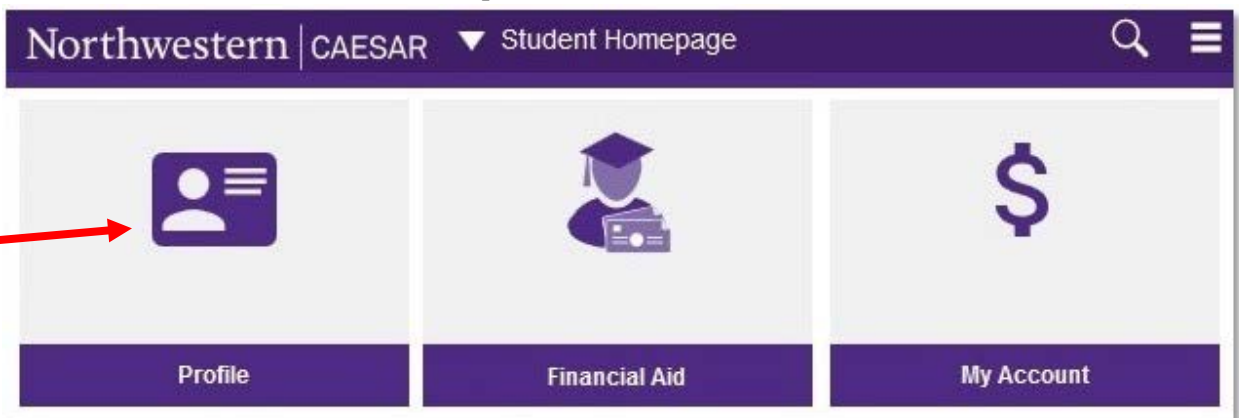
2. Click Manage Guest Access in the left Navigation bar (If the left navigation menu is not shown, click

3. Fill in the Last Name, First Name, Relationship, and Email fields.
4. Create an Authorization Phrase:
5. Create a Password
6. Authorize guest access for any of the following menu items: View my real-time account, View or pay monthly bill, 9PAY, 1098-T, Make non-refundable tuition/housing deposit