

GETTING LOGGED IN

STEP 1: Login to Salesforce

Visit <https://www.cu.edu/ecommerce/login>

Select your campus

Login with your campus Exchange credentials

DON'T CLOSE THIS TAB!

STEP 2: Getting to Marketing Cloud

Navigate to **Custom Links** (left column)

Click on **Login to Marketing Cloud**

Custom Links

Login to Marketing Cloud

Authorize Marketing Cloud

STEP 3: Enter temporary credentials

Username: Your *work* email address (eg; kim.egan@cu.edu)

Password: **B3ns0nrul3s!** (*like Bensonrules!*)

DON'T CLOSE THIS TAB!

STEP 4: Check your email

You will receive an email with an activation code

Copy the code and paste it into field from STEP 3 above

STEP 5: Password reset and security questions

Create a new password

MUST be: 8 characters with 1 alpha, 1 numeric & 1 special character

You will have to do this process once. Next time you login, do steps 1 and 2 only.

BOOKMARK <https://www.cu.edu/ecommerce/login>



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