Fall 2022 Enrollment Checklist

Before beginning this checklist, you should have already paid the $475 non-refundable confirmation fee and established your Clark Atlanta email. If you have not done so, please refer to the Confirmation Checklist.

Student Health Immunization Records

Step 4
Contact Student Health Services with any questions at (404) 880-8322.

COVID-19 Vaccination: Students are required to submit proof of vaccination. Visit Student Health Services to access immunization forms. They can be uploaded to cau.medicateconnect.com or faxed to (404) 880-6010. Due before housing application can be submitted.

Health insurance waiver: If you are covered by your own or parents' health insurance, visit studentcenter.uhcsr.com/ to have this fee waived. Due August 1, 2022. [Student athletes cannot opt out]

Housing

Step 5
Contact the Office of Residence Life and Student Development with any questions at (404) 880-8074 or residencelife@cau.edu

Establish your Clark Atlanta Email Account (instructions on reverse)

Access the Residence Life webpage

Click “Apply Now for Housing” to complete a housing application.

Financial Enrollment

Step 6
The final step in the enrollment process

Request your final high school and/or college transcript to be sent to the CAU Admissions Office. Due July 1, 2022.

If you have a balance for Fall 2022 that is not being covered by financial aid, follow instructions to sign up for a payment plan.

Students who have completed these steps in order will be considered financially enrolled. Students must register for a virtual or in person for New Student Orientation.

Move in Date: August 10, 2022
First Day of Class: August 17, 2022
Establish CAU Email Account [1 Week After Paying the Confirmation Fee]

- Navigate to www.cau.edu
- Scroll down to bottom of page and click on Banner Web
  - Click “Enter Secure Area”
  - Enter your User ID (Student ID) and PIN number (in Acceptance letter)
  - Click on "Personal Information"
    - Click on view Email Address(es)
      - Write down the information for the CAU email address
  - Log out of Banner Web
- Return to www.cau.edu and scroll to the bottom of page to find "My Password Portal"
  - Enter Domain User Name (first part of your email address before @ sign) and click Continue
  - Enter 900 number, security verification and click Continue
  - Enter New Password, Confirm New Password, security verification and click Reset Password
    - Password requirements: minimum 13 characters, must contain at least one of the following: 1-Capital Letter, 1-Lowercase Letter and 1 number and/or special character
- After you successfully reset your password, you must register for Multi-Factor Authentication (MFA).

Multi-Factor Authentication

- Navigate to www.cau.edu
- Scroll down to bottom of page and click on MyCAU
- Enter your CAU email address as your login name
- Refer to the following link for assistance with MFA registration: https://www.cau.edu/departments/oitc/Multi-factor-Authentication/Multi-Factor-Authentication-Registration.html
- After MFA registration is complete, and you successfully login, you will see the MyApps portal where you can access your email, BannerWeb, Canvas and other apps

Frequently Contacted Offices

**Admissions:** (404) 880-6605 admissions@cau.edu
**Financial Aid:** (404) 880-8992 finaid@cau.edu
**New Student Orientation:** (404) 880-8428 orientation@cau.edu
**Residence Life:** (404) 880-8074 residencelife@cau.edu
**Student Accounts:** (404) 880-8033 studacct@cau.edu
**Student Health Services:** (404) 880-8322