

How to Log in to Insight at City College of San Francisco

----Step 1: Go to the Insight Homepage-----



Go to: <http://insight.ccsf.edu> [NO "www"]
Use **Firefox!** IE, Safari, and Chrome do not work.
Download Firefox at: <http://www.mozilla.com>



----Step 2: Log in to Insight-----

Your Insight USERNAME:

- **Locate the login box.** Top left on the **Insight Homepage**. <http://insight.ccsf.edu>
- Enter your **CCSF Student ID**. Make certain to use the **numeral 0**, NOT the letter O.
- Make sure the initial letter is **lower case**. (**w00001234**).
- If your CCSF ID begins with @, (**@00001234**), change **it** to a **lower case x**, (**x00001234**).

Your Insight PASSWORD:

- **ONLINE COURSE:** Your **CCSFmail account** will receive an email from: **moodle@ccsf.edu** containing your login and password information **on Friday before your class begins**.
- **TECHENHANCED:** Instructors will distribute passwords in class.
- For information on **Setting up your CCSFmail account**, visit the **Insight homepage**, <http://insight.ccsf.edu>, and choose **CCSF Gmail Setup**.

----Lost Password? -----

- Click on the **Lost password?** link in the login box. You will be prompted to change your password.
- **NOTE: New password information will be sent to your CCSFmail account ONLY.**

Phone Assistance:

415-452-5689

M-Th, 9:00 am - 4:00 pm
during the add/drop period
each semester.

Log in help only.

Troubleshooting:

Has your instructor made the course available to students? Please check your instructor's website for details. (linked from the Course Schedule)



FOR MORE HELP:

CCSF Technology Learning Center – 03/08/11

- **Insight Support:** <http://insight.ccsf.edu> [Upper left of screen; Insight FAQ, QuickStart Guide, and more]
- **Student Help Ticket:** Access from the Insight Homepage, <http://insight.ccsf.edu>.