

# LOGGING INTO **BARK**

for first-year students

1. Go to [www.desales.edu/bark](http://www.desales.edu/bark)
2. Click the "sign in" button
3. Follow the following appropriate steps based on your log in date and situation
  - a. **Logging in for the first time prior to May 16th:**
    - i. Navigate to "Guest Log-in:" and click on "Sign in below." Then click "Create an Account" at the bottom of the box.
    - ii. Click the "Sign up" button under "First Time User"
    - iii. Fill in your first name, last name, DeSales email, and select "Guest" as your account type (your account will change to an undergraduate student account after May 16th).
    - iv. CampusGroups will send you a 6-digit Code to your email, once received enter it on Bark and click submit.
    - v. Click on your icon on the top right, and click "Edit Password" to create your password so you can log in in the future.
  - b. **Logging in again prior to May 16th:**
    - i. Navigate to "Guest Log-in:" and click on "Sign in below."
    - ii. Enter your email and password and click the "Sign in" button.
      1. If you did not create a password the first time you logged in, click "forgot password" and follow the steps.
  - c. **Logging in May 16<sup>th</sup> or after:**
    - i. Click on the "DeSales Log-in" button. This will either prompt you to log into your DeSales University account, or, if you are already logged in on your browser, it may automatically log you in to Bark.