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Creating or Updating Your C2C User Account

Carefully read the C2C terms and conditions prior to using the Campus to Campus reservation system.

If you do not have an account you must create one. The Campus to Campus reservation system is a stand-alone system and is not connected to Cornell databases. An account is not automatically created.

Create a New C2C Account While Making a Reservation:

- Go to www.c2cbus.com.
- Click on [Reservations](#).
- Click on [On-line Reservation Form](#).
- Begin your reservation by following the prompts as they appear on the screen.
- On the login page, scroll down and click the link [Sign Up Here](#).
- Enter in your profile information and click save.
 - NOTE: **Current** Cornell faculty, staff and students **must** include their valid Cornell NetID. If you **do not** have a Cornell NetID, leave the field blank.
- Click [New Reservation](#) at the top of the page to continue with your reservation and payment.

Change Your C2C Account Password:

A message containing a temporary password is sent via email when you complete a new account profile. Use this temporary password to login to your account for the first time. As a best practice, you should change the password immediately.

- **COPY** the temporary password.
- Go to www.c2cbus.com.
- Click on [Reservations](#).
- Click on [On-line Reservation Form](#).
- Login: Enter your email address and then **PASTE** the temporary password into the password field.
- Click [Change Password](#) the top of the page.
- **PASTE** the temporary password in the Old Password field.
- Enter your new password, following the password guidelines listed on the page.
- Click [Save](#), or [Reserve a New Trip](#) to continue.

Create a New C2C Account Without Making a Reservation:

- Follow the above instructions to create your profile.
- Once completed and saved, click [Log Out](#) to exit the reservation system.
- Follow the instructions to change your password.

Updating Your Existing C2C Account:

- Log into your account with your email address and password. Click [My Account](#).
- Make your changes and [Save](#).

Reset Your C2C Password:

- Go to log-in page and click on the link [Forgot Password](#).
- Type in your email address and click [Submit](#).
- A temporary password will be sent to your email address.
- Follow the instructions to change your password.