Accessing Your Online Course

Important Information for students who are enrolled in an online course at The University of South Dakota!

You will use a learning management system called Desire2Learn (D2L) to access course materials, receive and submit assignments, and participate in online discussions with your classmates and your instructor. In order to access your course, you must be registered for the course and have a WebAdvisor User ID as described below in Step 2. WebAdvisor is our student registration system which provides course listings, grade, and program evaluation information for USD faculty, students and their advisors.

*Online students need to be familiar with six online resources:* 1) WebAdvisor, 2) USD email account, 3) D2L, 4) myU.Portal, 5) CE Website, 6) Barnes and Noble Bookstore. Important Information for students who are enrolled in an online course at The University of South Dakota!

New Online Students

Go through our interactive, online course readiness check: [https://www.psychdata.com/s.asp?SID=146780&source=ecl](https://www.psychdata.com/s.asp?SID=146780&source=ecl)

Or, go through the following steps:

Please follow these steps carefully so you will be ready to participate in your course and be comfortable with the Desire2Learn (D2L) online learning environment.

**Step One:**

**Set up your USD Email Account.**

1. Go to [www.usd.edu/accounts/pickup](http://www.usd.edu/accounts/pickup) and follow the steps. In Step 1 be sure to choose USD Student. All official USD communication will be sent to your USD email account and/or in the myUSD.Portal.
2. You can use your USD email Username and Password to log into myUSD.Portal: [https://my.usd.edu](https://my.usd.edu) The Portal is a centralized communication portal for USD News, Information, Announcements, etc...
3. After completing the above steps correctly, you should have immediate access to USD email.

**Step Two:**

**Set up your WebAdvisor User ID and Password.** Your Username and Password for your WebAdvisor account will be different from your USD user name and password.

1. Log in to the myUSD.Portal [https://my.usd.edu/](https://my.usd.edu/) using your USD Username and Password from Step One.
2. Click on the Home tab and then click on the *Forgot your username/password for these sites* link in the Single Sign On channel.
3. Click on the WebAdvisor link.
4. Enter your last name and Student ID number omitting the zeroes in the beginning
5. Click Retrieve My Information
6. Write down your User Name (*Please note this username as you will need it to log into D2L*)
7. Click ‘Send me a link to reset my password’
8. Check your email for an email from Boris and click on the first link
9. Enter your D2L username from step 5
10. Create a password that shows as strong (Please note this password as you will need it to log into D2L)
11. After completing the above steps correctly, you should have immediate access to WebAdvisor.

You may submit an online request form to the USD Helpdesk or you may call the USD Helpdesk at 877-225-0027. Alternatively you may contact Continuing Education 800-233-7937 for additional support.

**Step Three: Please note, it may take 2-3 days before you can log into the D2L website while our systems update your new student information**

**Log into your online course through the Desire2Learn (D2L) environment**

1. In the myUSD Portal, click on the Home tab and then click on the link listed behind Desire2Learn in the Single Sign on channel.
2. Enter the same username and password from WebAdvisor (step Two) and click Save Preferences. Once this is complete your username and password are saved and you can click on the Sign-On link to be automatically logged in.
3. You will gain access to the course on the first day of class.

**Step Four:**

**Important**

To access the course syllabus (which will also be available in your D2L course), welcome letter and other important information regarding your online course visit the Continuing and Distance Education Website and select the semester you are registered in from the left side menu. In addition please read the Online Orientation Guide which provides clarification regarding how to get started, technology requirements, proctor/exam services, policies, etc...

**Step Five:**

**To order your books for your online course**

1. In the my-USD Portal, on the Campus tab, scroll down to Student Life & Activities and click on the Barnes & Noble Bookstore link - select Textbooks from the menu bar.
2. You will then be asked to select the term for which you are purchasing your books.
3. Click on the Continue button.
4. You will then be taken to the Barnes & Noble website with the books you need for your courses automatically placed in your shopping cart.

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