

# ACCESSING YOUR ONLINE COURSE at The U.

## 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.

## New Online Students

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. All official USD communication will be sent to your USD email account and/or in the myU.Portal.
2. You can use your USD email Username and Password to log into **myU.Portal**: <https://myu.usd.edu/uPortal/>. The Portal is a centralized communication portal for USD News, Information, Announcements, etc...

### 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 **myU.Portal** <https://myu.usd.edu/> using your USD email Username and Password from Step One. Click on the **Academics** tab and then click on the **Access WebAdvisor** link in the WebAdvisor channel. Scroll to the bottom and click on the "I'm New to WebAdvisor"; this will take you through the step-by-step process to create your WebAdvisor User ID and Password.
2. You will retrieve your WebAdvisor Password from the email account you select. **(Please write down this password as you will need it to set up D2L in Step 3)**
3. You may call the USD Helpdesk at 877-225-0027 or Continuing Education 800-233-7937 for additional support.

### Step Three:

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

1. In the **myU.Portal**, click on the **Academics** tab and then click on the "**Access Desire2Learn**" link in the Desire2Learn channel and then click on "**What is my password?**".
2. You will then be asked to enter your WebAdvisor User ID from step two **after the words: Username.** (YOUR WEBADVISOR USER ID AND D2L USERNAME ARE THE SAME)
3. Next, enter your home university email address **after the words: Email Address** (example [John.Doe@usd.edu](mailto:John.Doe@usd.edu)). **Please Note:** If you do not know your home university email address, or if you receive an error stating that your account could not be found, go to "email/username" in the menu on the left-hand side of the page and enter your last name and student/colleague ID number. (Your student/colleague ID is located at the top of your registration email confirmation.) Click "**Retrieve my information.**"

4. Click the “**Send me a temporary password**” button.
5. You will receive a message in your home university email account that provides a link to reset your password. Please click on this link. If it does not open a web browser to the password reset page, follow the instructions provided in the message to manually open the page.
6. On the password reset page opened from the previous step, enter your D2L Username after the D2L Username prompt: (again, this is your WebAdvisor User ID).
7. We recommend that you use your WebAdvisor Password as your D2L Password, so enter your WebAdvisor Password into the “New Password” and “Confirm Password” boxes.
8. Click “Reset my password.” Note: if you are unable to click on this, make sure that the status indicator to the right of the password boxes says “Strong,” as opposed to “Too Short,” or “Fair.” If it does not say “Strong,” make sure your password satisfies the password rules listed on the page.
9. Under the “Links” menu on the left-hand side of the page, click on “Desire2Learn” .
10. Enter your D2L Username after the D2L Username prompt: (again, this is your WebAdvisor User ID).
11. Enter your D2L password (again, if you followed the advice above, this is the same as your WebAdvisor password).
12. You will gain access to the course.
13. Visit the D2L Audio/Video Tutorial at: <http://www.usd.edu/cde/online-courses.cfm>

#### **Step Four:**

1. **Important** – Visit the Online Course Information webpage at <http://www.usd.edu/cde/online-courses.cfm> to access the course syllabus, welcome letter and other important information regarding your online course.
2. In addition please read the Online Orientation Guide: <http://www.usd.edu/cde/upload/Online-Orientation-Guide.pdf> 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.U Portal, on the **Academics** tab, scroll down to **Academic Links** and click on the **Barnes & Noble** link.
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.

#### **Contact USD Continuing Education**

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