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### What is Sakai?

Sakai is a system for accessing course materials online. Instructors use Sakai in a variety of ways – for example, to provide course information, handouts, assignments, tests, grades, or online discussions. To learn more, watch the brief Sakai Tour video: <http://youtu.be/TZ1MfnWpNkI>

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### When can I access my course on Sakai?

Course sites on Sakai usually become available **on the course start date** to students who have registered and paid in advance. Course access may be delayed for students who register or pay late.

**NOTE:** If you don't see your course listed in Sakai, check with your instructor to make sure he/she is using Sakai and to find out when he/she will make the course site visible to students.

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### What computer hardware and software do I need to use Sakai?

To access a course on Sakai you need:

- a computer (PC or Mac) with high-speed Internet access
- a reasonably current web browser (Firefox or Chrome are recommended)  
Download Firefox: <https://www.mozilla.org/en-US/firefox/new/>
- Download Chrome: <https://www.google.com/chrome/browser/>
- JavaScript and cookies enabled

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### How do I log in to Sakai?

**FIRST TIME:** The first time you use Durham Tech's Sakai system, you will need to set up your password.

To do this, you need to know:

- Your **7-digit Durham Tech ID number** (ex: 0771234) Don't know your ID number? Ask your instructor.
- Your **Durham Tech user name:**

Last name + first initial + last 4 digits of your Durham Tech ID number  
Example: *doej1234*

- *If your last name is long, your user id contains only the first 15 characters*
- *User ids do not contain spaces, hyphens, apostrophes, or other special characters*

#### To set up your Sakai password:

- Go to the Sakai log in page: <https://sakai.durhamtech.edu>
- Click on **"Reset Password"** in the menu on the left, then click **"Reset (or set up) my password now"**
- Follow the on-screen instructions to set up your password.

**TIP!** If asked for the last 4 digits of your Social Security Number (SSN), leave it blank. Most non-credit students do not have a SSN on file at Durham Tech. If that doesn't work, on your next try, enter the last 4 digits of your SSN.

- When you finish, return to <https://sakai.durhamtech.edu> and log in using your **Durham Tech user name** and the password you just set up

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### What if I forget my password?

- Go to the Sakai log in page: <https://sakai.durhamtech.edu>
- Click the **"Reset Password"** link. Follow the prompts to reset your password.

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### Need help resetting or setting up your password?

- Instructions for resetting your password: <http://tinyurl.com/reset-dtcc>
- If you encounter problems resetting your password, contact Durham Tech's ITS help desk at [helpdesk@durhamtech.edu](mailto:helpdesk@durhamtech.edu) or 919-536-7200 x6111.

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## What do I do after logging in?

*Sakai Tutorial: The first time you log in, a brief tutorial appears that gives basic info about using Sakai. After closing the tutorial, you can access it again at any time by clicking the User icon at the top right corner of the screen and selecting Tutorial.*

Each time you log into Sakai, you land in "**My Workspace**," an area where you can access your courses and store private files. My Workspace also displays an aggregated Calendar and Recent Announcements from all of your course sites.

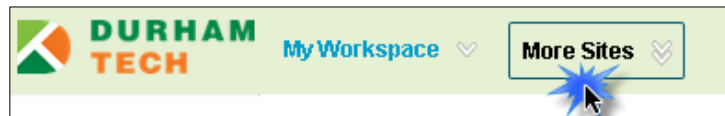
**The first time you log in:** On the menu to the left, click on "**Account**" to verify your email address. Emails your instructor sends to you through Sakai will go to this address.

- If your email address is missing or incorrect, contact [sakaihelp@durhamtech.edu](mailto:sakaihelp@durhamtech.edu)

The screenshot shows the Sakai My Workspace interface. At the top, the Durham Tech logo is on the left, and 'My Workspace' and 'More Sites' are in the center. A red circle highlights 'My Workspace'. On the left sidebar, 'Account' is circled in red. A red box contains the text: 'Click on Account to verify your email address in Sakai'. The main content area has a 'My Workspace: Info' section with a welcome message and a 'Where are my courses?' section. A yellow highlight is on the 'More Sites' link. Below it, there is a note about checking with instructors. A 'How can I get help?' section with links for students and instructors is at the bottom. On the right, there is a 'My Workspace: Calendar' section showing a calendar for August 2014.

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## How do I access my courses in Sakai?



Click on the "**More Sites**" link at the top of the screen to see a list of all course sites you have access to. Then click on any course title to go into that course.

**REMEMBER:** If you don't see your course listed in Sakai, check with your instructor to make sure he/she is using Sakai and to find out when he/she will make the course site visible to students.

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## Where do I go for help?

If you need help with Sakai, several options are available:

- **Check with your instructor**  
Your instructor needs to know if you're having a problem that may affect your ability to complete your assignments.
- **Visit the Sakai Help for Students web site:** <http://tinyurl.com/dtcc-sakai-help>
- **Contact the Sakai Help Desk** (available 24 hours, 7 days a week!)
  - **Online:** <http://tinyurl.com/sakai-helpdesk>
  - **Phone:** 1-866-517-3568 (toll-free)
- **Durham Tech's Instructional Technologies team can assist you during normal business hours:**
  - **Email:** [sakaihelp@durhamtech.edu](mailto:sakaihelp@durhamtech.edu)
  - **Phone:** 919-536-7213