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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? For help, see: <http://tinyurl.com/DurhamTechID>
- 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 names 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
- 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.*

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 the appropriate department, listed here:
  - <http://tinyurl.com/DurhamTechID>

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 'Logout' button is on the right. Below the logo, a sidebar contains links for Home, Membership, Schedule, Resources, Announcements, Preferences, Account, and Help. The 'Account' link is circled in red, with a callout box that says 'Click on Account to verify your email address in Sakai'. The main content area is titled 'My Workspace: Info' and contains a welcome message, a section 'Where are my courses?' with a yellow callout box pointing to the 'More Sites' link at the top, and a 'How can I get help?' section with links for 'Help for Students' and 'Help for Instructors'. To the right, there is a 'My Workspace: Calendar' section showing a calendar for August 2014.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

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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