

Sakai at Durham Tech

Non-Credit Classes: Getting Started with Sakai

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 for Students video](https://youtu.be/C3ESQVo6gqY) [youtu.be/C3ESQVo6gqY]

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.

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/) [www.mozilla.org/en-US/firefox/new/]
[Download Chrome](https://www.google.com/chrome/browser/) [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? Contact the appropriate [non-credit department](#) [http://bit.ly/DurhamTechID]
- Your **Durham Tech user name:**

Last name + first initial + last 4 digits of your Durham Tech ID number <i>Example: doej1234</i>

- *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) [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 Sakai, 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) [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?

- Visit [Instructions for resetting your password \(PDF\)](http://bit.ly/durham-tech-reset) [http://bit.ly/durham-tech-reset]
- If you encounter problems resetting your password, contact Durham Tech's ITS help desk at helpdesk@durhamtech.edu or 919-536-7200 x6111.

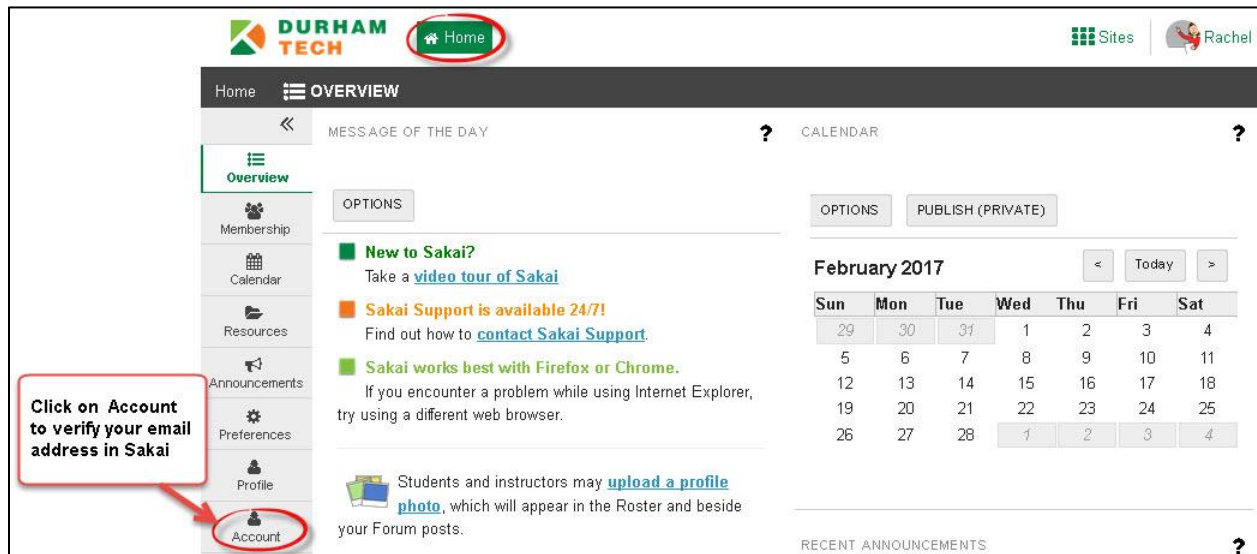
What do I do after logging in?

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 the "Home" area, where you can access your courses and store private files. Home also displays an aggregated Calendar and Recent Announcements from all of your course sites.

The first time you log into Sakai: 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.

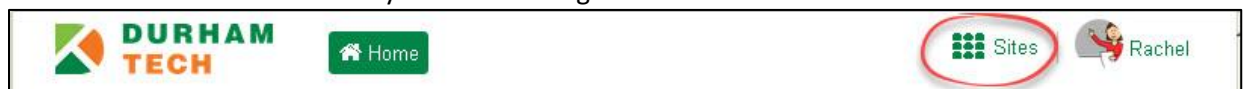
- If your email address is missing or incorrect:
 - Contact the appropriate [non-credit department](http://bit.ly/DurhamTechID) [http://bit.ly/DurhamTechID]



The screenshot shows the Sakai Home page. At the top left is the Durham Tech logo. In the top right corner, there are links for "Sites" and a user profile for "Rachel". Below the logo is a "Home" button with a house icon, circled in red. A navigation menu on the left includes "Overview", "Membership", "Calendar", "Resources", "Announcements", "Preferences", "Profile", and "Account". The "Account" button is also circled in red. A red callout box with an arrow points to the "Account" button, containing the text: "Click on Account to verify your email address in Sakai". The main content area features a "MESSAGE OF THE DAY" section with several announcements, including "New to Sakai?", "Sakai Support is available 24/7!", and "Sakai works best with Firefox or Chrome.". To the right is a "CALENDAR" section for February 2017, with a table showing dates from 29 to 28. Below the calendar is a "RECENT ANNOUNCEMENTS" section.

How do I access my courses in Sakai?

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



The screenshot shows the top navigation bar of the Sakai interface. It includes the Durham Tech logo on the left, a "Home" button with a house icon in the center, and a "Sites" button with a grid icon on the right, circled in red. To the right of the "Sites" button is a user profile for "Rachel".

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.

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://bit.ly/Sakai-student-help) [http://bit.ly/Sakai-student-help]
- Contact the [Sakai Help Desk](#) which is available to assist students 24 hours, 7 days a week:
 - **Online/Chat:** <http://bit.ly/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
 - **Phone:** 919-536-7213