



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 video: <http://youtu.be/TZ1MfnWpNkI>

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.

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 ConnectMail email account (provided by Durham Tech)
- 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

How do I log in to Sakai?

To log in to Sakai, you will use the SAME user name and password you use for WebAdvisor!

- Go to the Sakai log in page: <https://sakai.durhamtech.edu>
- Enter your user id and password:
 - Your **Sakai user id** is the same as your **Web Advisor user id**:

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*

- Your **Sakai password** is the same as your **Web Advisor password**

Note: If you can't remember your Web Advisor password, don't worry -- just follow the steps below for forgotten passwords.

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.
- **IMPORTANT:** Changing your Sakai password automatically changes your WebAdvisor and ConnectMail passwords too.

Need help resetting your password?

- Instructions for resetting your password: <http://tinyurl.com/reset-dtcc>
- If you encounter problems resetting your password, contact the 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. 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 in Sakai. Emails your instructor sends to you through Sakai will go to this address.

- If your email address is missing or incorrect, contact helpdesk@durhamtech.edu

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.

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-support-center>
 - **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