

Online ConnectSession Instructions

Welcome to Durham Tech!

We are glad that you are planning to take classes at Durham Tech. Before meeting with an advisor and registering for classes, we encourage students take part in a ConnectSession, Durham Tech's student orientation.

We are taking steps to preserve the safety and health of our campus. In alignment with the CDC's social distancing recommendation, we have cancelled all in-person ConnectSessions and are making the online ConnectSession available to all incoming students for the time being.

Please follow these simple instructions to get started.

- Activate your student accounts.
- Log in to Sakai.
- Join the Online ConnectSession course.

On the following pages, you will find screen-by-screen instructions for completing each of these three tasks.

Let's get started!

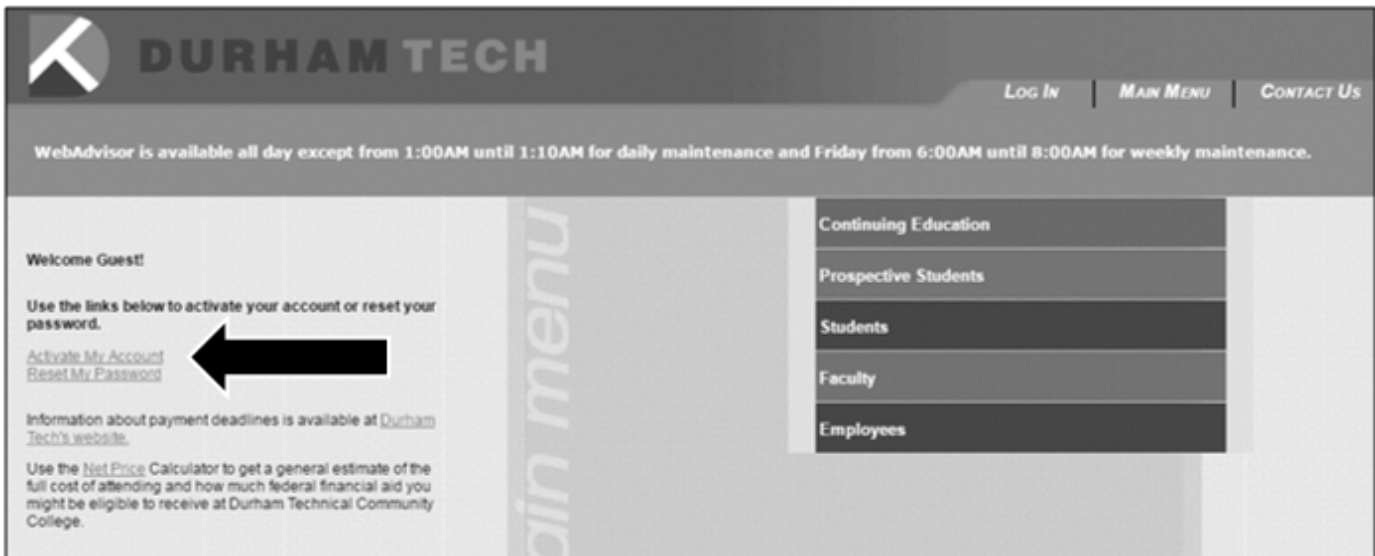
Activating Your Student Accounts

Before you can use your Durham Tech ConnectMail email account, your Self-Service registration system account, or any other Durham Tech technology accounts, you need to activate your account in the WebAdvisor system.

Follow these steps to access your WebAdvisor account for the first time.

STEP 1: Go to webadvisor.durhamtech.edu.

STEP 2: Click on **Activate My Account**.



DURHAM TECH LOG IN | MAIN MENU | CONTACT US

WebAdvisor is available all day except from 1:00AM until 1:10AM for daily maintenance and Friday from 6:00AM until 8:00AM for weekly maintenance.

Welcome Guest!

Use the links below to activate your account or reset your password.

[Activate My Account](#)
[Reset My Password](#)

Information about payment deadlines is available at [Durham Tech's website](#).

Use the [Net Price Calculator](#) to get a general estimate of the full cost of attending and how much federal financial aid you might be eligible to receive at Durham Technical Community College.

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STEP 3: Enter your Durham Tech User Name: last name (up to the first 15 letters), first initial, last four digits of your student ID. Ex. jonesb2222. Enter your Durham Tech ID Number: This is your seven-digit student ID number. Ex. 0912345

DURHAM TECH

Set or Reset Password

Enter Your Information

Durham Tech User Name:

Durham Tech ID Number:

ResetPassword version 4.1dt (build 20150213)

STEP 4: Enter the last four digits of your Social Security Number. Enter your eight-digit birth date (include four-digit year). Ex. 05/12/1990. Enter your zip code (the zip code that is the most recent zip code that you applied to school with or if you had your address changed in the system). Answer the security question you set when you first applied to Durham Tech.

DURHAM TECH

Validate Your Request

In order to set or reset your password you must fill in all the fields below. Be careful when entering this information because it must match your Durham Tech record exactly.

Last Four digits of your SSN *ex: 123-45-6789*

Birth date *ex: mm/dd/yyyy*

Zip code on file *ex: 27703*

What is your Mothers Maiden Name? *ex: Smith*

ResetPassword version 4.1dt

STEP 5: Enter a new password. Your new password must be between 8 and 20 characters in length and include 3 of the 4 following requirements: lower case character (a-z), upper case character (A-Z), and at least one numeral (0-9). Click on **Tip** to see the password requirements (this will only show up if the password does not meet the requirements). Choose a new security question from the drop down list. Click **Finished**.



Enter a New Password

Please choose a new password, it must be at least 8 characters in length, must have a mix of upper and lower case letters, and have at least one number.

Please note that passwords cannot include your any part of your name.

Enter Your Information

New Password:

Confirm Password:

Security Question

What is your Mothers Maiden Name ▾

Once you have completed this process, you will be able to access your ConnectMail, Self-Service, and Sakai accounts. (If you applied to the college within the last two days, please wait 48 hours for your accounts to be created.)

Your Durham Tech User ID and Password

Once you set up your WebAdvisor account, write down the following information and keep it somewhere safe:

My WebAdvisor User ID is: _____

My WebAdvisor password is: _____

Logging in to Sakai

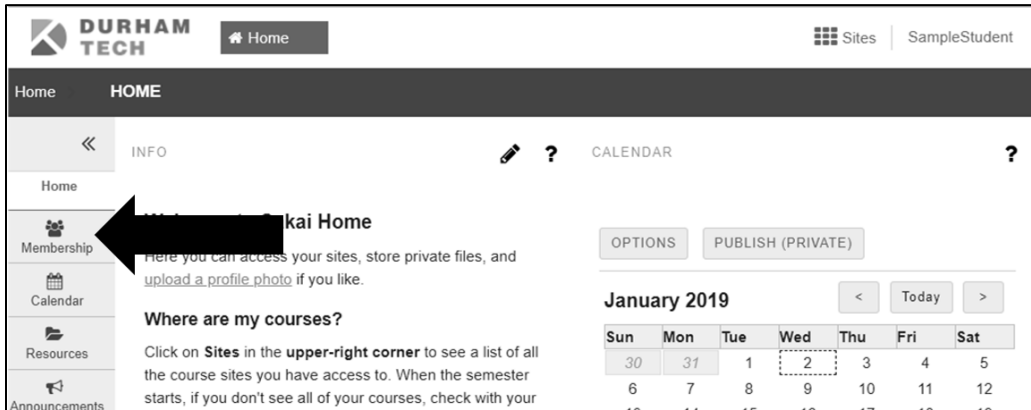
STEP 1: Go to sakai.durhamtech.edu.

STEP 2: Log in with your Durham Tech username and the password you just created.

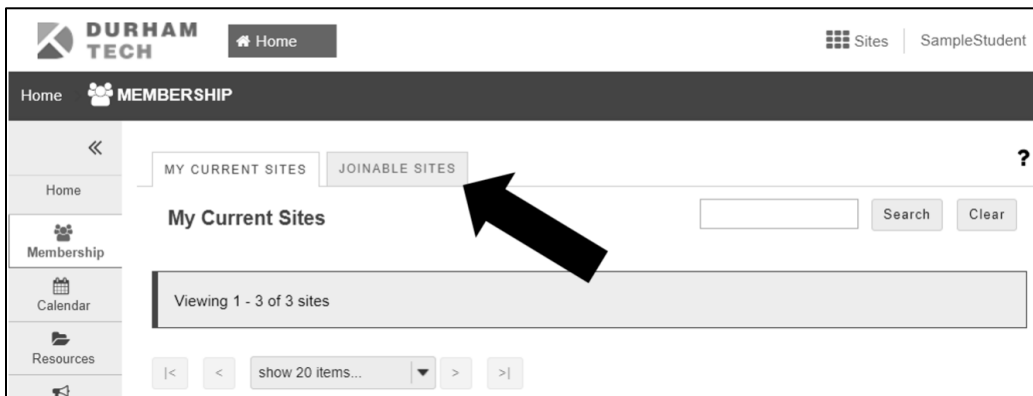
User name format: last name + first initial + last 4 digits of your Durham Tech ID number (Example: doej1234)

Joining the Online ConnectSession Course

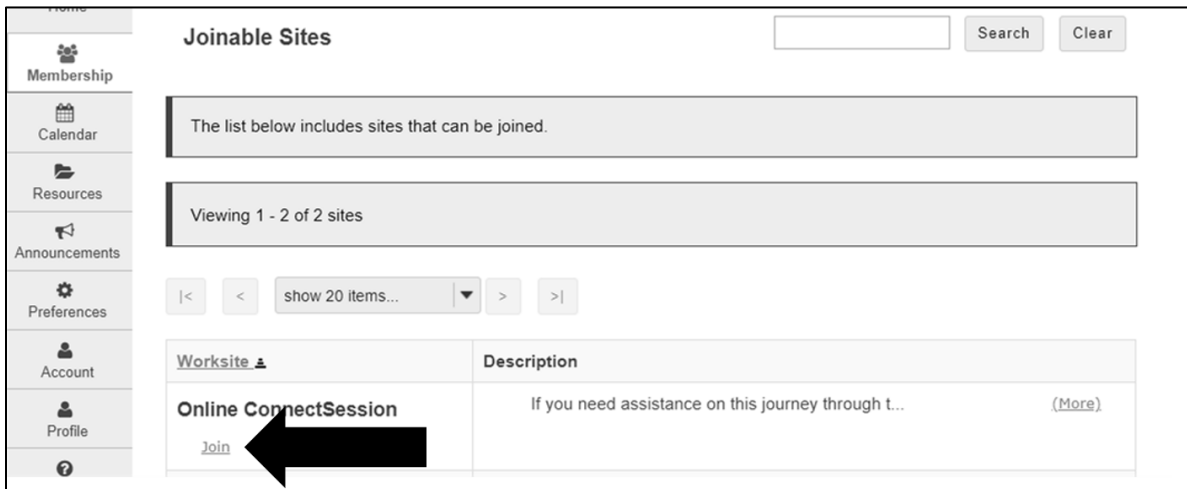
STEP 1: On Sakai, click on **Membership**.



STEP 2: Click on the **Joinable Sites** tab.



STEP 3: Click on the **Join** link.



STEP 4: Click on the **My Current Sites** tab.



STEP 5: Click on the **Online ConnectSession** and get started! When you have completed all of the modules in the online ConnectSession and the final assessment with an 80% or higher, you will then be able to work with an advisor to help you select classes for your first semester at Durham Tech.

**Thanks for completing the online ConnectSession,
and WELCOME TO DURHAM TECH!**

Do Great Things.

