Welcome to Durham Tech!

We are glad that you are planning to take classes at Durham Tech. Before you can see an advisor and register for classes, you must take part in a ConnectSession, Durham Tech’s new student orientation. We offer the orientation in person (Main Campus, Orange County Campus, or Northern Durham Center) or online.

If you would like to participate in the ConnectSession on campus, please visit the Durham Tech website for the latest ConnectSession schedule (https://www.durhamtech.edu/connectsession-new-student-orientation/schedule-connectsession).

If you’d like to complete the ConnectSession online, 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.
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

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.

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.
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.

![Membership step 1](image1.png)

STEP 2: Click on the Joinable Sites tab.

![Membership step 2](image2.png)

STEP 3: Click on the Join link.

![Membership step 3](image3.png)
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.