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 to 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](http://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

![Set or Reset Password](image)

**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.

![Validate Your Request](image)

**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 tab](image)

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

![Joinable Sites tab](image)

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

![Join link](image)
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.**