DURHAM TECH

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.
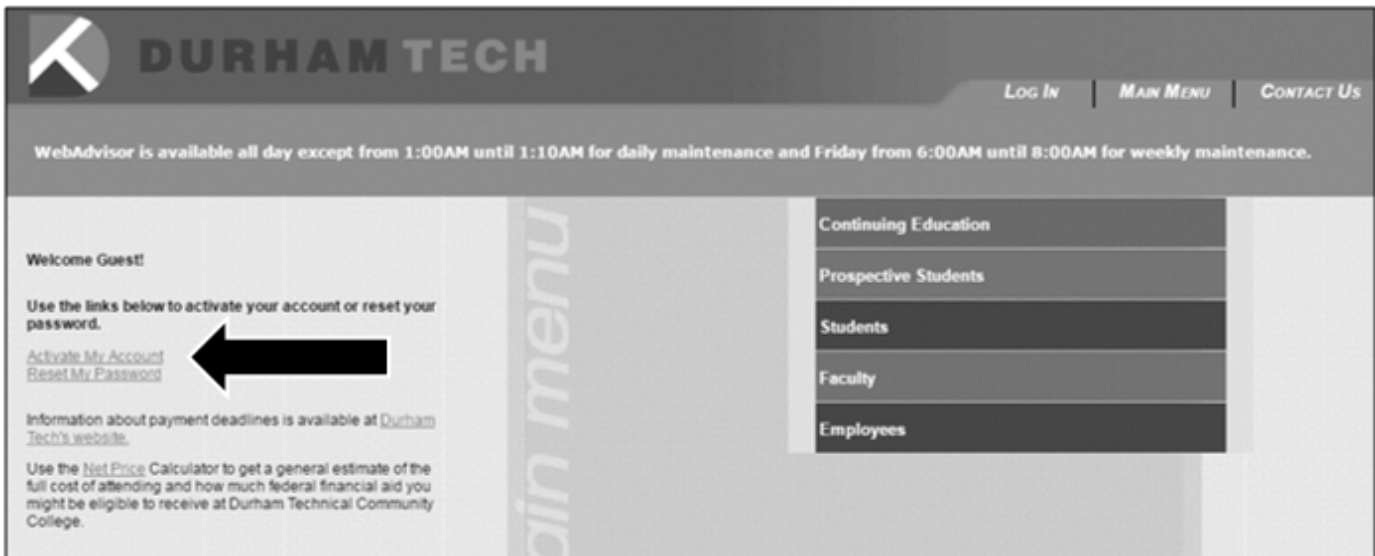
Let's get started!

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**.

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.**

Enter a New Password

Please choose a new password, it must be at least 8 characters in length, must 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 ▾   Ryan

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: _____
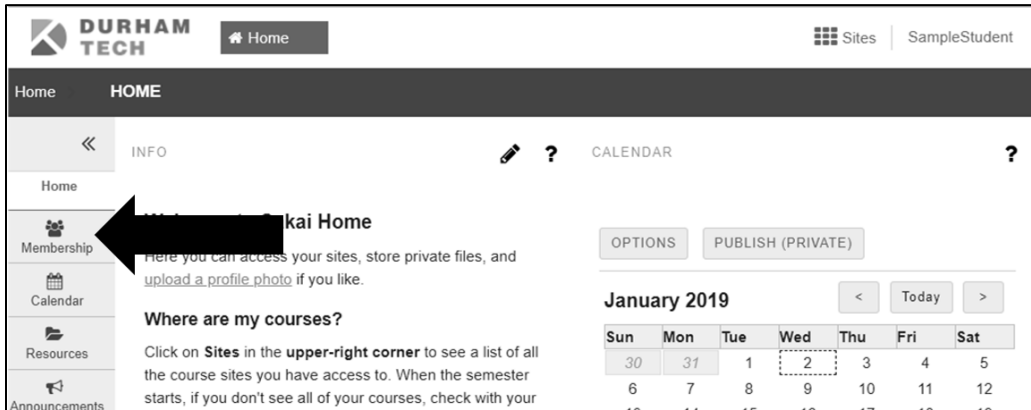
My WebAdvisor password is: _____

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.
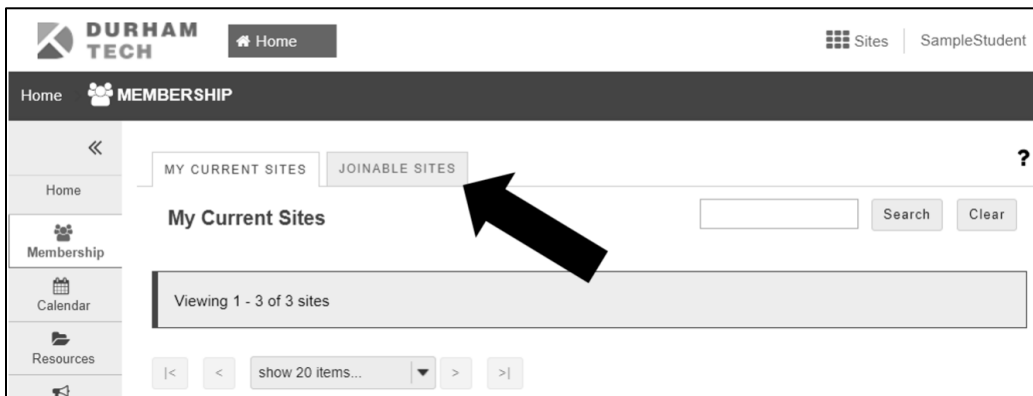
User name format: last name + first initial + last 4 digits of your Durham Tech ID number (Example: doej1234)
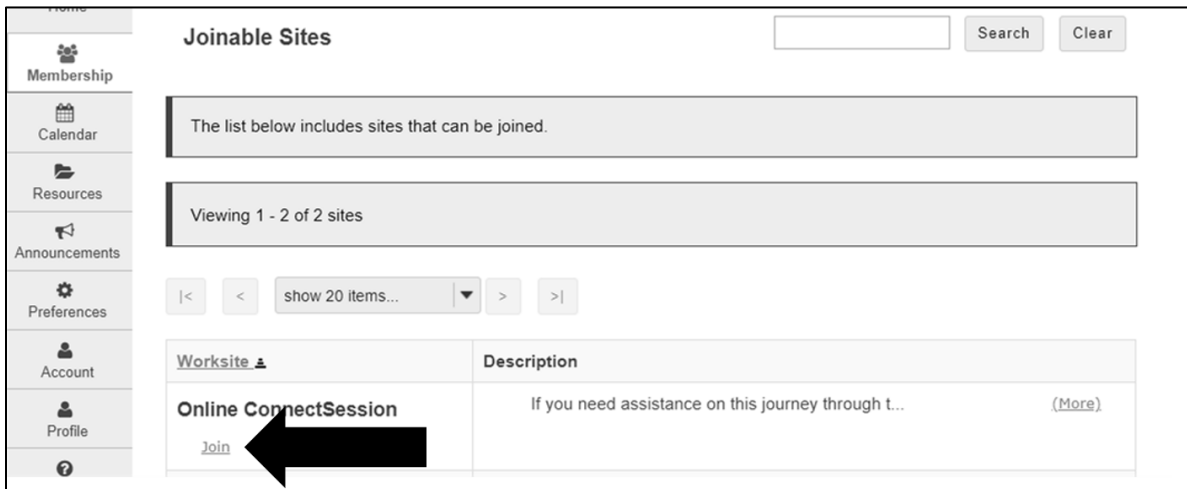
Joining the Online ConnectSession Course

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

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.