

## Non-Credit Classes: Getting Started with Sakai

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### 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 for Students video](https://youtu.be/-a6S4-uN9Q8) [youtu.be/-a6S4-uN9Q8]

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### 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 in advance. Course access may be delayed for students who register or pay late.

**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.

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### 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 reasonably current web browser (Firefox or Chrome are recommended)  
[Download Firefox](https://www.mozilla.org/en-US/firefox/new/) [www.mozilla.org/en-US/firefox/new/]  
[Download Chrome](https://www.google.com/chrome/browser/) [www.google.com/chrome/browser/]
  - JavaScript and cookies enabled
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### How do I log in to Sakai?

**FIRST TIME:** The first time you use Durham Tech's Sakai system, you will need to set up your password.

To do this, you need to know:

- Your **7-digit Durham Tech ID number** (ex: 0771234)
  - Don't know your ID number? Contact the appropriate [non-credit department](#) [http://bit.ly/DurhamTechID]
- Your **Durham Tech user name**:

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 names do not contain spaces, hyphens, apostrophes, or other special characters*

#### To set up your Sakai password:

- Go to the [Sakai log in page](https://sakai.durhamtech.edu) [sakai.durhamtech.edu]
  - Click on **"Reset Password"** in the menu on the left, then click **"Reset (or set up) my password now"**
  - Follow the on-screen instructions to set up your password.
  - When you finish, return to Sakai, and log in using your **Durham Tech user name** and the password you just set up.
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### What if I forget my password?

- Go to the [Sakai log in page](https://sakai.durhamtech.edu) [sakai.durhamtech.edu]
  - Click the **"Reset Password"** link. Follow the prompts to reset your password.
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### Need help resetting or setting up your password?

- Visit [Instructions for resetting your password \(PDF\)](http://bit.ly/durham-tech-reset) [http://bit.ly/durham-tech-reset]
- If you encounter problems resetting your password, contact Durham Tech's ITS help desk at [helpdesk@durhamtech.edu](mailto:helpdesk@durhamtech.edu) or 919-536-7200 x6111.

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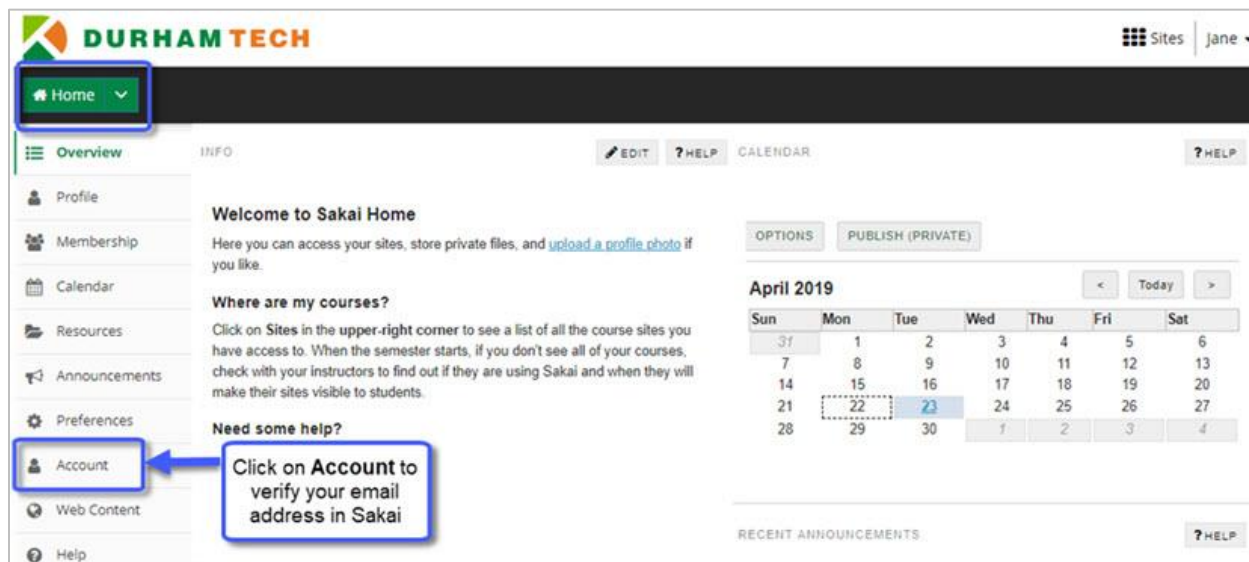
## What do I do after logging in?

*Sakai Tutorial: The first time you log in, a brief tutorial appears that gives basic info about using Sakai.*

Each time you log into Sakai, you land in the "Home" area, where you can access your courses. Home also displays an aggregated Calendar and Recent Announcements from all of your course sites.

**The first time you log into Sakai:** On the menu to the left, click on "Account" to verify your email address. Emails your instructor sends to you through Sakai will go to this address.

- If your email address is missing or incorrect:
  - Contact the appropriate [non-credit department](http://bit.ly/DurhamTechID) [http://bit.ly/DurhamTechID]



The screenshot shows the Sakai Home page for a user named Jane. The page has a dark header with the Durham Tech logo and a 'Sites' link. A left sidebar contains navigation options: Home, Overview, Profile, Membership, Calendar, Resources, Announcements, Preferences, Account, Web Content, and Help. The 'Account' option is highlighted with a blue box and an arrow pointing to it from a text box that says 'Click on Account to verify your email address in Sakai'. The main content area includes a 'Welcome to Sakai Home' message, a 'Where are my courses?' section with instructions, and a calendar for April 2019. The calendar shows dates from 1 to 30, with the 22nd and 23rd highlighted. There are also 'Options' and 'Publish (Private)' buttons above the calendar.

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## How do I access my courses in Sakai?

Your course sites you have access to are listed in the black bar at the top of the screen. You can also click on the "Sites" link at the top right corner of the screen to see a list of all course sites you have access to. Click on any course title to go into that course.



This image is a close-up of the top right corner of the Sakai interface. It shows the Durham Tech logo on the left and the 'Sites' link on the right. The 'Sites' link is highlighted with a blue box and an arrow pointing to it from the left.

**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.

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## 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://bit.ly/Sakai-student-help) [http://bit.ly/Sakai-student-help]
- Contact the [Sakai Help Desk](#) which is available to assist students 24 hours, 7 days a week:
  - **Online/Chat:** <http://bit.ly/sakai-helpdesk>
  - **Phone:** 1-866-517-3568 (toll-free)
- **Durham Tech's Instructional Technologies team can assist you during normal business hours:**
  - **Email:** [sakaihelp@durhamtech.edu](mailto:sakaihelp@durhamtech.edu) or **Phone:** 919-536-7213