Sakai at Durham Tech

Credit Classes: Getting Started with Sakai

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 [youtu.be/-a6S4-uN9Q8]

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.

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.

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 ConnectMail email account (provided by Durham Tech)
- a reasonably current web browser (Firefox or Chrome are recommended)
  Download Firefox [www.mozilla.org/en-US/firefox/new/]
  Download Chrome [www.google.com/chrome/browser/]
- JavaScript and cookies enabled

How do I log in to Sakai?

To log into Sakai, you will use the SAME user name and password you use for Self-Service and WebAdvisor!

- Go to the Sakai log in page [sakai.durhamtech.edu]
- Enter your Durham Tech user name and password:
  - Your **user name** is the same one you use for Self-Service and WebAdvisor:

    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*
  - Your **password** is the same one you use for Self-Service, WebAdvisor, ConnectMail, and other college systems.

    Note: If you can't remember your password, don't worry—just follow the steps below.

What if I forget my password?

- Go to the Sakai log in page [sakai.durhamtech.edu]
- Click the "**Reset Password**" link. Follow the prompts to reset your password.
- ***IMPORTANT*:** Changing your Sakai password automatically changes your Self-Service, WebAdvisor, and ConnectMail passwords, too.

Need help resetting or setting up your password?

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

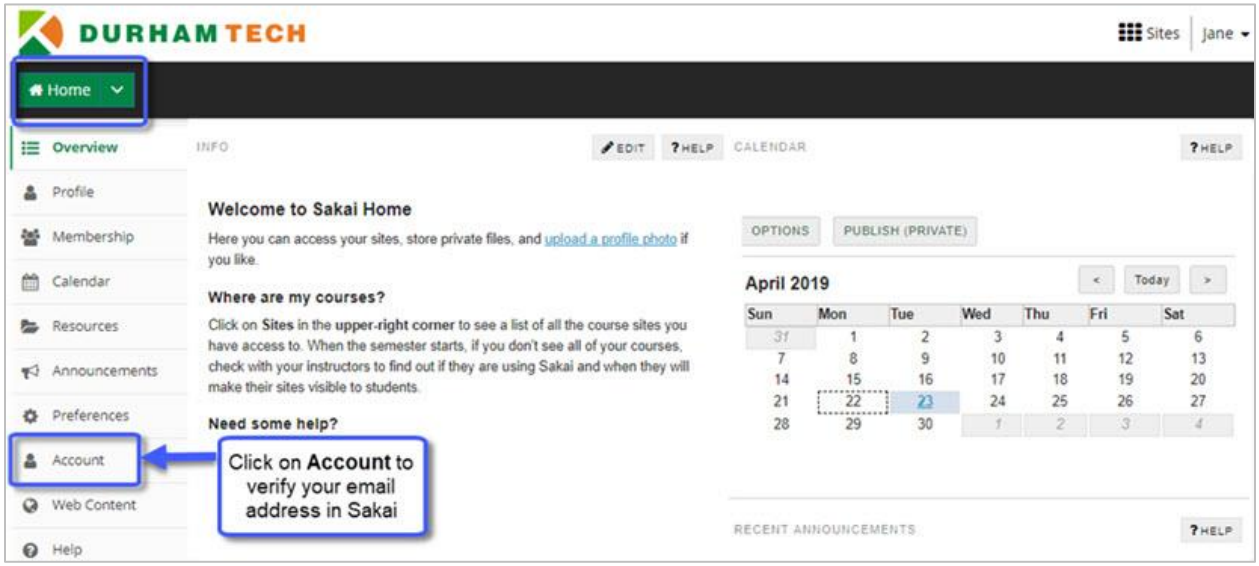
What do I do after logging in?

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 and store private files. 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 sakaihelp@durhamtech.edu



How do I access my courses in Sakai?

You'll find all of the course sites you have access to 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.

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.

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]
- **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 or **Phone**: 919-536-7213