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## What is Sakai?

Sakai is a system for putting course materials online. Instructors can 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: <http://youtu.be/TZ1MfnWpNkl>

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## What computer hardware and software do I need to use Sakai?

To use Sakai you need:

- a computer (PC or Mac) with high-speed Internet access
- an email address
- a reasonably current web browser (Firefox or Chrome are recommended)  
Download Firefox: <https://www.mozilla.org/en-US/firefox/new/>  
Download Chrome: <https://www.google.com/chrome/browser/>
- JavaScript and cookies enabled

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## How do I log in to Sakai?

*To log in to Sakai, use the same user name and password you use for Durham Tech email (Outlook) and WebAdvisor.*

*(Wait, I've never used Outlook or WebAdvisor! That's OK, keep reading...)*

- Go to the Sakai log in page: <https://sakai.durhamtech.edu>
- Enter your Durham Tech user name and password:
  - Your **Sakai user id** is the same user name you use for **Outlook email** and **Web Advisor**:

Last name + first initial + last 4 digits of your Durham Tech ID number Example: <i>doej1234</i>
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- *Your Durham Tech ID number can be found on your college ID card. If you don't know your ID number, contact Human Resources at 919-536-7200 x5100.*
  - *If your last name is long, your user id contains only the first 15 characters*
  - *User ids do not contain spaces, hyphens, apostrophes, or other special characters*
- Your **Sakai password** is the same as your **Outlook email/Web Advisor password**  
*Note: If you don't know or can't remember your password, don't worry -- just follow the steps below to reset (or set up) your password.*

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## How do I reset (or set up) my password?

- Go to the Sakai log in page: <https://sakai.durhamtech.edu>
- Click the "**Reset Password**" link. Follow the prompts to reset or set up your password.
- When you finish, return to <https://sakai.durhamtech.edu> and log in using your Durham Tech user id and the password you just set up.
- **IMPORTANT:** Changing your Sakai password automatically changes your Durham Tech email and WebAdvisor passwords too.

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## Need help resetting your password?

- Instructions for resetting your password: <http://tinyurl.com/reset-dtcc>
- 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. After closing the tutorial, you can access it again at any time by clicking the User icon at the top right corner of the screen and selecting Tutorial.*

Each time you log into Sakai, you land in "**My Workspace**," an area where you can access your courses and store private files. My Workspace also displays an aggregated Calendar and Recent Announcements from all of your course sites.

**The first time you log in:** On the menu to the left, click on "**Account**" to verify your email address. This is the address that email is sent from and to through Sakai.

- If your email address is missing or incorrect, contact [sakaihelp@durhamtech.edu](mailto:sakaihelp@durhamtech.edu)

The screenshot shows the Sakai My Workspace interface. At the top left is the Durham Tech logo. To its right are the 'My Workspace' and 'More Sites' dropdown menus. A red circle highlights the 'My Workspace' menu. Below the logo is a vertical sidebar menu with items: Home, Membership, Schedule, Resources, Announcements, Preferences, Account, and Help. A red circle highlights the 'Account' item, and a red box with white text points to it, stating 'Click on Account to verify your email address in Sakai'. The main content area is divided into two columns. The left column is titled 'My Workspace: Info' and contains a welcome message, a section 'Where are my courses?' with a yellow-highlighted instruction to click 'More Sites', and a 'How can I get help?' section with links for students and instructors. The right column is titled 'My Workspace: Calendar' and shows a calendar for August 2014. The 'More Sites' link in the 'Where are my courses?' section is highlighted in yellow.

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## How do I access my courses in Sakai?



Click on the "**More Sites**" link at the top of the screen (to the right of the Durham Tech logo) to see a list of all course sites you have access to. **Click on the Intro to Sakai course under the Training category to begin the workshop.**

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## Where do I go for help?

If you need help with Sakai, several options are available:

- **Visit the Sakai Help for Instructors web site:**  
[http://courses.durhamtech.edu/wiki/index.php/Help\\_for\\_Instructors](http://courses.durhamtech.edu/wiki/index.php/Help_for_Instructors)
- **Durham Tech's Instructional Technologies team can assist you during normal business hours:**
  - **Email:** [sakaihelp@durhamtech.edu](mailto:sakaihelp@durhamtech.edu)
  - **Phone:** 919-536-7213
- **The Sakai Help Desk** is available to assist students (and instructors) 24 hours, 7 days a week
  - **Online:** <http://tinyurl.com/sakai-helpdesk>
  - **Phone:** 1-866-517-3568 (toll-free)