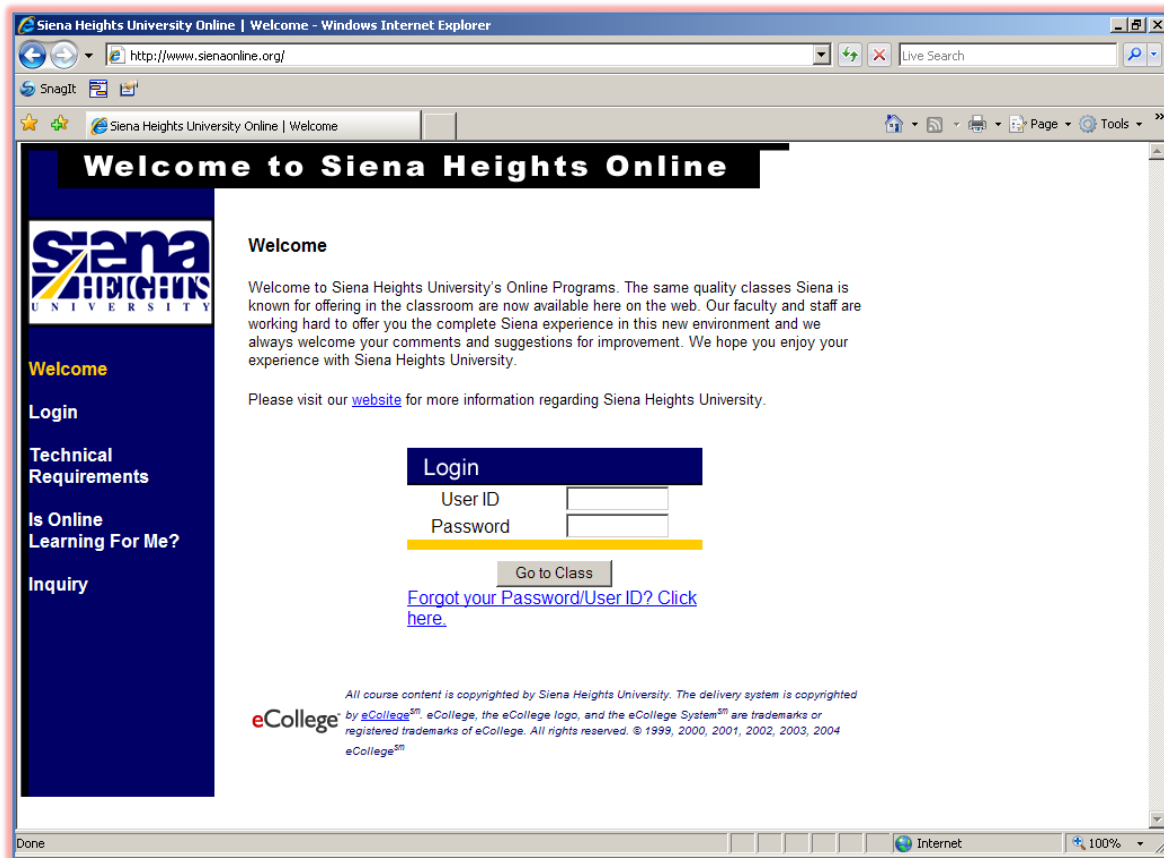


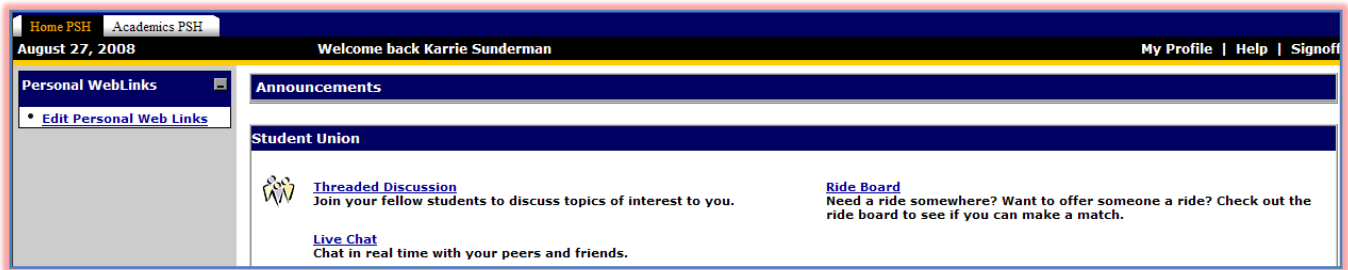
Accessing eCollege Courses

In order to access courses in eCollege, it is necessary to log into the program. The username for eCollege is the same as it is for logging into other computer systems here at Siena. The default password is your ID number. The password for eCollege cannot be changed. Therefore, the password will continue to be your ID number even if you change the password for the Windows Network, your Siena email, and My Siena.

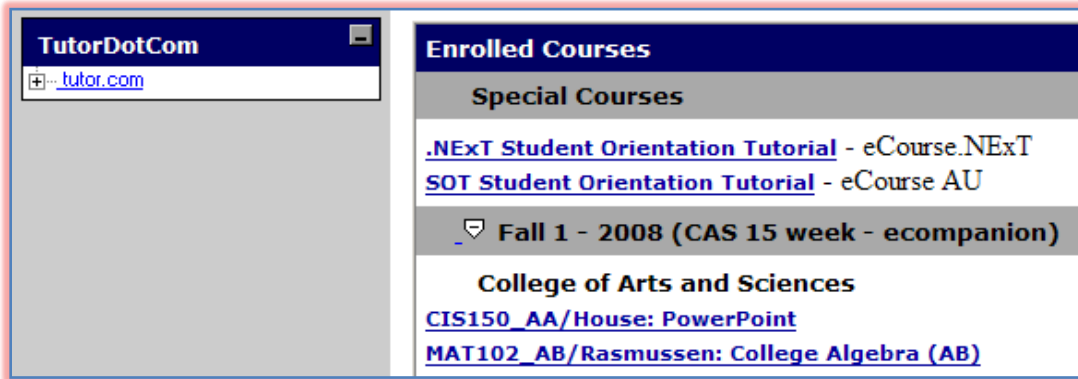
- † Open the **Web Browser**.
- † The **Siena Heights University Web Page** should display.
- † If it doesn't, input www.sienaheights.edu.
- † Click the **eCollege** link at the top of this page.
- † The **Welcome to Siena Heights Online** window will appear (see illustration below).



- † Click the **Is Online Learning For Me** link, to display a quiz regarding being ready for an online class.
- † Click the **Technical Requirements** link to test your browser for compatibility with eCollege.
- † Click the **Login** link to return to the **Welcome** window.
- † In the **User ID** box, input the username. This is the same username that is used to log into other Siena systems, such as My Siena and Web Mail.
- † In the **Password** box, input the password. The default password is your Siena ID.
- † Click the **Go to Class** button to log into eCollege.
- † The **eCollege** window will display (see illustration on next page).
- † To obtain help with eCollege features, click the **Help** link.
- † Click the **Signoff** link to exit from eCollege.



- † Click the **Academics PSH** tab to see a list of the eCollege courses in which you are enrolled (see illustration below).
 - Not all courses that you are enrolled in will appear.
 - Some faculty do not use eCollege for their courses.
 - If the faculty member is not using eCollege, their course(s) will not appear in the list.



- † Click on the link for the course to access it.
- † Under **Special Courses**, there are a couple of **Tutorials** that will assist you with working in eCollege.
 - Click on the **Tutorial** link.
 - Click the **Unit** headings to access the material for the tutorial.

NOTE: In the event that the Siena Web page is not available, in the **Address Bar** input www.sienaonline.org.