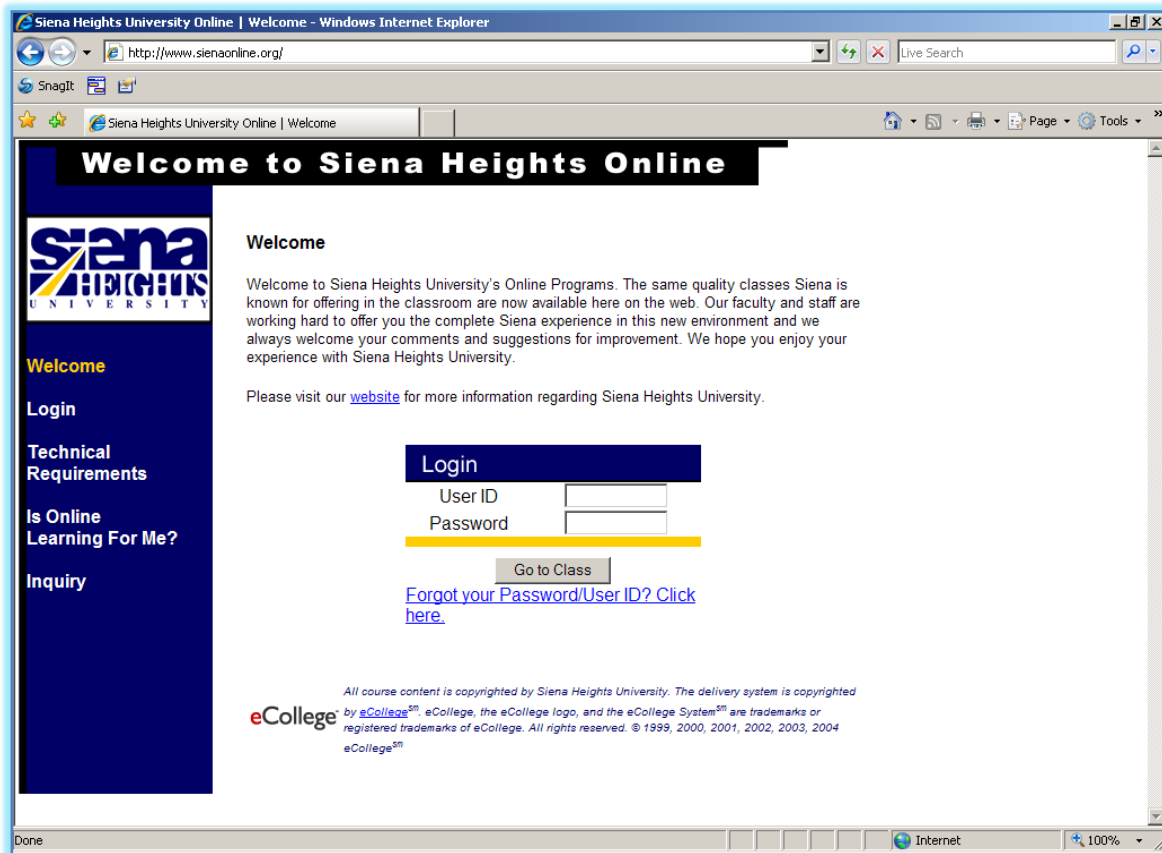


## Accessing eCollege Courses

In order to access courses in eCollege, it is necessary to log into the program. The username and password for eCollege is the same as it is for logging into other computer systems here at Siena.

- † Open the Web Browser.
- † The Siena Heights University Web Page should display.
- † If it doesn't, input [www.sienaheights.edu](http://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 with the **Home Tab** selected (see illustration on next page).
- † To obtain help with eCollege features, click the **Help** link.
- † Click any of the links under **Faculty Conference Center** to obtain further information about eCollege.
- † Click the **Signoff** link to exit from eCollege.

The screenshot shows the Siena Heights University website interface. At the top left is the Siena Heights University logo. Below it are two tabs: 'Home PSH' and 'Academics PSH', with 'Academics PSH' being the active tab. A navigation bar contains the date 'July 24, 2008', a welcome message 'Welcome back Wanda House', and links for 'My Profile', 'Help', and 'Signoff'. The main content area is titled 'Announcements' and features a 'Faculty Conference Center' section. This section includes several links and descriptions: 'Threaded Discussion' (Join your fellow faculty members for an asynchronous discussion about online teaching and learning or any other subject of your choosing!), 'Useful Weblinks' (Check out this area for links to useful online teaching resources.), 'Live Chat' (Chat in real time with your colleagues.), 'Educator's Voice' (Get this monthly newsletter filled with useful news and hands-on advice for educators. Brought to you by the Academic Services team at eCollege.), and 'Webliography' (Want to share your favorite web sites with other faculty members? Want to see theirs? Visit the webliography for a custom website bibliography, compiled by you and your colleagues.). A 'Personal Weblinks' sidebar is visible on the left, containing links for 'Default Link', 'Training Web Site', and 'Edit Personal Web Links'. A 'Return to top' link is located at the bottom right of the page.

- † To view your courses, click the **Academics PSH Tab**.
- † A list of courses in which you are enrolled will appear.
- † Click on the link for the course to access it.

**NOTE:** In the event that the Siena Web page is not available, in the **Address Bar** input [www.sienaonline.org](http://www.sienaonline.org).