

Instructions for Students Logging into d2l

Students enrolled in a course using the d2l system will be enrolled in the course by the last day of registration. Students will need the following information to log into their d2l account and access the class information.

To access a course through d2l, log on at <http://d2l.chipola.edu>

Using the information John Smith, SSN 123-45-6789, DOB, May, 1990

The student's username will be: smithj6789 (lastname, first initial, last 4 digits of SSN)

The student's password will be: 67890590 (last 4 digits of SSN, mm, yy)



The student's e-mail address will be: smithj6789@d2l.chipola.edu (last name, first initial, last 4 digits of SSN@d2l.chipola.edu)

Students can change their password after they have logged into the system using the password above. To change their password:

1. Log into D2L using the password above.
2. Click on the *My Password* link on the left under the Welcome Box.
3. Type in the old password.
4. Type in your new password.
5. Type in to confirm your new password.
6. Click Change Password.

Students can also forward their d2l e-mail account to their own personal account (Yahoo, Hotmail, Earthlink, etc.).

1. Log into D2L using your password, Click on the *My Preferences* Link.
2. There are 5 tabs - select the E-mail tab.
3. In the "Reply to" - type in the e-mail address you want your e-mails to reply (also select from the options above).
4. Scroll down to the Forwarding Options.
5. Put a check in the Forward incoming messages to an alternate email account.
6. Type in your personal e-mail address.
7. Select any of the forwarding features you would like.

Click on the  sign next the department for your class(es), then click on the  sign next to the current semester. Your class(es) will appear alphabetically. Click under the name of the class you want to work in. Once you have accessed the class, click on the word Content on the top left of the screen.

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