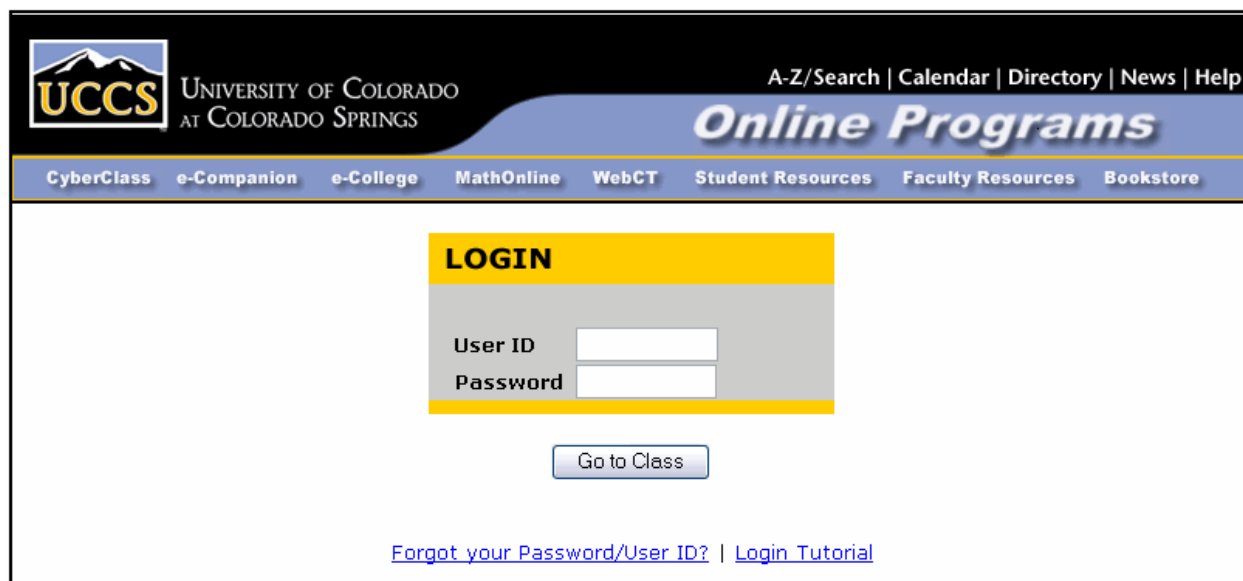


Directions to Access Online Support Documents for your Traditional Course

1. Establish an Internet Connection
2. If you are using NORTON INTERNET SECURITY, you must disable “Ad Blocking” or you will not be able to view your course content (you will only see a blank page)
 - a. DO NOT DISABLE Norton Anti-virus!
3. If you are using ZONE ALARM, you must disable it completely to view your online course content (using Zone Alarm will also cause a blank browser window).
4. Start “Internet Explorer” (version 5.0 or higher) [*Internet Explorer is the browser of choice for your course management system software*]
 - a. To determine what version of Internet Explorer you have, see the end of this document.
5. Go to <http://www.uccs.edu/~online/login2.htm>



The screenshot shows the UCCS Online Programs login page. At the top left is the UCCS logo and the text "UNIVERSITY OF COLORADO AT COLORADO SPRINGS". To the right are navigation links: "A-Z/Search | Calendar | Directory | News | Help". Below this is a blue banner with the text "Online Programs". Underneath the banner is a navigation menu with links: "CyberClass", "e-Companion", "e-College", "MathOnline", "WebCT", "Student Resources", "Faculty Resources", and "Bookstore". The main content area features a yellow header with the word "LOGIN" in bold. Below this is a grey box containing two input fields: "User ID" and "Password". A "Go to Class" button is positioned below the input fields. At the bottom of the page, there are two blue links: "Forgot your Password/User ID?" and "Login Tutorial".

6. Your User ID is your UCCS Student ID number entered with no hyphens or spaces
7. **Your initial password is UCCS entered in all caps.** When you are successfully logged in, you should see your “homepage” similar to the one shown below:

Welcome JJ Doe
5/29/2003 12:14:22 PM Mountain Time
HOMEPAGES: [University of Colorado at Colorado Springs](#) | [JJ Doe](#)



Administrative Message Center

There are no messages in the Administrative Message Center.

Enrolled Courses

Special Courses

[AU+Student Orientation Tutorial](#) - eCourse AU

▼ Beth-El College of Nursing Summer 2003 eCompanion

Beth-El College of Nursing

[NURS 667/679 Prim Hlth Care of Fams III/Prim Care II](#)

[NURS 674/NURS674 Advanced Pathophysiology](#)

[NURS 784/789/NURS 784/789 Prim Care Practicum/Prim Care of Fam Practicum](#)

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8. It is highly recommended that you immediately change your password to one of your choice by clicking on the “USER PROFILE” tab on your homepage
 - a. You can change your password as many times as you’d like in the User Profile section of your homepage (see below)
 - b. Click the “Update with New Values” button after change your password

A screenshot of the 'User Profile' page. At the top, it says 'Welcome JJ Doe' and '1/4/2005 3:39:18 PM Mountain Time'. Below that are three navigation tabs: 'Enrolled Courses', 'User Profile' (which is highlighted), and 'Student Union'. In the center, there are two input fields: 'password' and 'verify password', both with masked characters (dots). Below these fields is a button labeled 'Update Your Profile'. At the bottom, there is a copyright notice for eCollege.

Welcome JJ Doe
1/4/2005 3:39:18 PM Mountain Time
HOMEPAGES: [University of Colorado at Colorado Springs](#) | [JJ Doe](#)

Enrolled Courses **User Profile** Student Union

password [masked]
verify password [masked]

Update Your Profile

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9. If this is your first time using the e-College course management system, it is strongly recommended that you complete the “Student Orientation Tutorial” by clicking on the link provided.
 - a. Completing the tutorial will take about 20 minutes
 - b. You will be shown all tools that may be used in your online course(s)

Welcome JJ Doe

5/29/2003 12:14:22 PM Mountain Time

HOME PAGES: [University of Colorado at Colorado Springs](#) | [JJ Doe](#)



Administrative Message Center

There are no messages in the Administrative Message Center.

Enrolled Courses

Special Courses
AU+Student Orientation Tutorial - Course AU
Beth-El College of Nursing Summer 2003 eCompanion

Beth-El College of Nursing

[NURS 667/679 Prim. Hlth. Care of Fams III/Prim Care II](#)

[NURS 674/NURS674 Advanced Pathophysiology](#)

[NURS 784/789/NURS 784/789 Prim Care Practicum/Prim Care of Fam Practicum](#)

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- c. You will know that you are in the Student Orientation Tutorial after you click on the link and see the window below:

10. Once you have completed the tutorial, use the “Exit Course” button at the lower left of your browser window.
- You are returned to your homepage where you may access your Beth-El course(s) using the provided links
 - Note that the links are not active until 12:01 a.m. on the first official day of the course(s)

Welcome JJ Doe
 5/29/2003 12:14:22 PM Mountain Time
 HOMEPAGES: [University of Colorado at Colorado Springs](#) | [JJ Doe](#)

Enrolled Courses User Profile Student Union

Administrative Message Center
 There are no messages in the Administrative Message Center.

Enrolled Courses

Special Courses

[AU+Student Orientation Tutorial](#) - eCourse AU

Beth-El College of Nursing Summer 2003 eCompanion

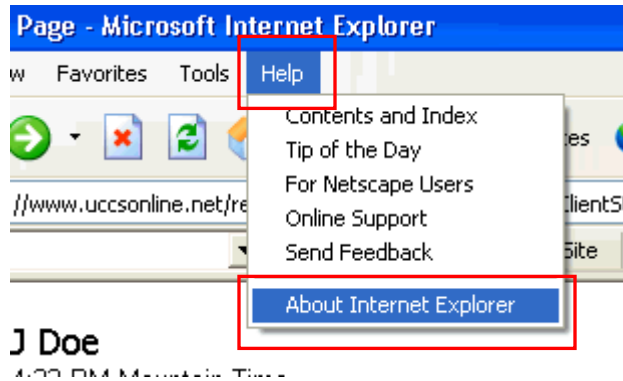
Beth-El College of Nursing
[NURS 667/679 Prim Hlth Care of Fams III/Prim Care II](#)
[NURS 674/NURS674 Advanced Pathophysiology](#)
[NURS 784/789 NURS 784/789 Prim Care Practicum/Prim Care of Fam Practicum](#)

11. When you are finished using your course, be sure to use the “Logout” button in the lower left of your browser window to completely exit the e-College software.
 - a. Any time that you do not click somewhere within the browser window for a period of 40 minutes, you will be automatically logged out of the course software.

DETERMINE WHAT VERSION OF INTERNET EXPLORER YOU ARE USING

(You do not have to be online to do this)

1. Start Internet Explorer
2. Click on the “Help” menu at the top of your browser window, then click on “About Internet Explorer”



3. A window will open that displays the version of Internet Explorer
 - a. This same procedure works for any software

