



Login Instructions for Your Online Course

You may want to print these instructions and keep them in your binder.

- You will not have access to your online courses until you have been successfully entered into the courses by your local school counselor.
- Go to the ACCESS website listed on this login page.
- Click on the “Online Course Log In” located in the upper right-hand column of the page.
- In the Login box, type in the Username and Password that have been assigned to you by either your facilitator or school counselor. You will need to change your password after you log in the first time that you access your course. Your Username and Password will be the same every time that you log in to your course(s), even when you take other courses in future terms/school years. Do not under any circumstances share your login information with other students. If you are unable to login into Desire2Learn (possibly you forgot your username or password), notify your facilitator or counselor.

How to Access Online Courses

Just a few reminders for the term of your coursework:

- If you are a first time ACCESS student or a returning ACCESS student, you are required to complete the online Student Orientation modules to get familiar with the online learning environment. You will be required to complete the orientation modules and submit an assigned document in the appropriate location before you will have access to your course content.
- It is mandatory that you access your ACCESS email account in Desire2Learn. We ask that you check it every day during the school week and even on weekends if possible. Your teacher will send reminders and information about important dates and grades matters.
- To help your coursework go smoothly, check with your facilitator to make sure that he or she has logged in to Desire2Learn as well and that he or she is enrolled in your course(s). Your facilitator is there to help you each day.
- If you have any questions about the possibility of any course requirements outside of the online environment, ask your counselor. He or she will have access to your course requirements. Some courses, such as Advanced Placement courses, may require a textbook.
- Always check the News items posted on the front page of your course. Your teacher will have valuable information posted regarding your coursework.
- Read and study your syllabus that is posted in the Content area of your course.