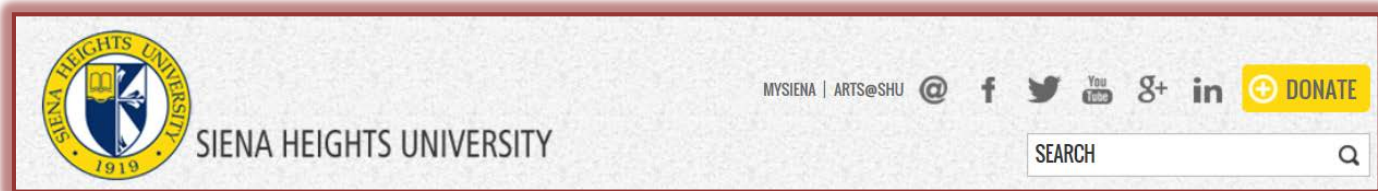


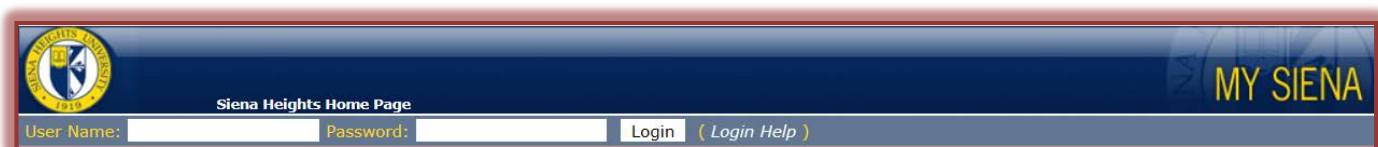
ACCESS ECOLLEGE

eCollege can be accessed by logging into My Siena. There is a link to eCollege under My Siena that allows you to click on your course or the eCollege Homepage link to access the courses. You don't have to click on the eCollege link and then do a separate login.

- ✦ Open the **Siena Heights University** Web site (www.sienaheights.edu).
- ✦ Click the **My Siena** link on the right side of the window (see illustration below)



- ✦ The **My Siena** page should display.
- ✦ Input your **Username** and **Password** in the appropriate boxes (see illustration below).



- ✦ Click the **Login** button or press the **Enter** key.
- ✦ On the right side of the window, scroll to the area for **My eCollege Courses** (see illustration below).



- ✦ Below the **eCollege Homepage** link, a list of the courses you are taking using **eCollege** will appear.
 - ★ Your eCollege Courses area may not contain all the courses you are taking.
 - ★ Some instructors do not use eCollege for their courses.
 - ★ If your course does not appear on the list it means that the instructor is probably not offering the course using eCollege or the course term is not active.
- ✦ Click on the link for the course.
 - ★ The course link on **My Siena** will appear **one week (7 days)** before the begin date of the course and for **two weeks (14 days)** after the end date of the course.
 - ★ These are the dates entered into the Administrative Computer System, not the eCollege term dates.
- ✦ The eCollege course should appear in the browser window.
- ✦ If the instructor is offering the course on eCollege and you don't see a link for the course or when you click on the link the course will not open:

- ★ Click the **eCollege Homepage** link.
 - ★ Click the **Academics PSH** tab at the top of the page.
 - ★ Click the link for the course in the current term.
- † The course should open with the **Course Home Page** displayed.

NOTE:

For any issues with eCollege, call the **eCollege Help Desk** at **1-877-740-2213** or **1-888-748-1932** or the **Siena Help Desk** at **517-264-7655**. The **eCollege Help Desk** is available **24 hours a day, 7 days a week** all year long. The **Siena Help Desk** is available during posted hours. The normal summer hours are **Monday-Friday, 8:00 a.m.-5:00 p.m.**