Western Online Student Orientation

In order to familiarize yourself with Western Online as you begin using it as part of your courses at Western, follow the simple steps outlined below to self-register for the *Western Online Student Orientation* and complete it in its entirety. Upon completion you will be digitally presented a certificate of completion to print and turn in to your instructor.
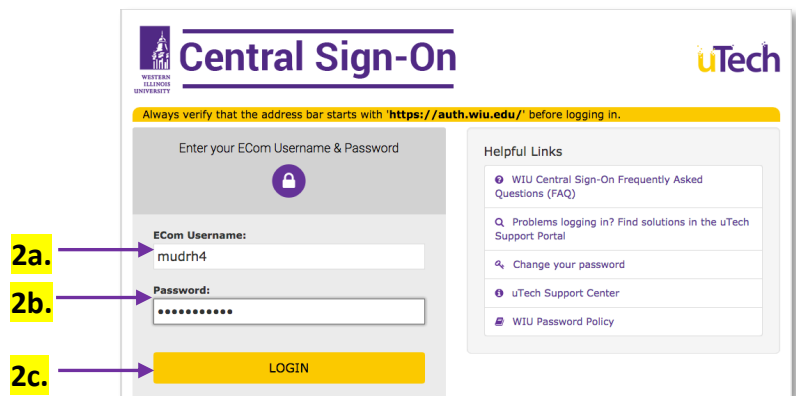
1.) **Accessing Western Online:**
   a. In your browser, navigate to http://www.wiu.edu.
   b. From the **myWIU** drop-down menu, choose **WesternOnline**.

If you are not already logged into WIU systems with your Ecom account, you will be directed to the **Central Sign-On** page (as shown in step 2 below.) If you do not know your Ecom username and password, contact the uTech support center by calling **309.298.TECH** for assistance, or visit their website at: http://www.wiu.edu/university_technology/ .

2.) **Logging in to Central Sign-On:**
   a. Enter your Ecom Username in the **Ecom Username** field.
   b. Enter your Ecom Password in the **Password** field.
   c. Click the **LOGIN** button.

Registering for the Western Online Student Orientation
You should now see the Western Online environment. To access the Western Online Student Orientation course, you will need to self-register. Follow these steps to complete your registration.

3.) **Self-Registering for the Western Online Student Orientation:**
   a. From the **Communication** drop-down menu, choose **Self Registration**.

b. You will then be taken to the **Self Registering Course Offerings** page.
c. Choose the **Western Online Student Orientation** link.

3b.

Self Registering Course Offerings			
Course Offering Code ▼	Course Offering Name	Course Offering Cost	Enrollment Status
Amy Bacon Colloquium	Amy Bacon Colloquium		Not Enrolled
DMCA_HEOA	DMCA and HEOA Training (Douglas)		Not Enrolled
edTPA	edTPA (Student)		Enrolled
edTPA (Faculty)	edTPA (Faculty)		Enrolled
FYE Teacher Resources	FYE Teacher Resources		Not Enrolled
UAASC Study Skills Program	Study Skills Program		Not Enrolled
Western Online Student Orientation	Western Online Student Orientation		Not Enrolled

3c.

4.) **Confirm that you are enrolling into the correct course:**

a. When the **Description** window appears, ensure that the **Western Online Student Orientation** course is listed under the **Course Offering Name** and the **Course Offering Code**.
b. Click the **Register** button.

Description
Course Offering List > **Course Offering Description**
Step 1: View Course Offering Information

4a.
Course Offering Name: Western Online Student Orientation
Course Offering Code: Western Online Student Orientation
Description:

4b.
Cancel   Register

c. When the **Registration Form** window appears, confirm that the information listed is correct. Click the **Submit** button.

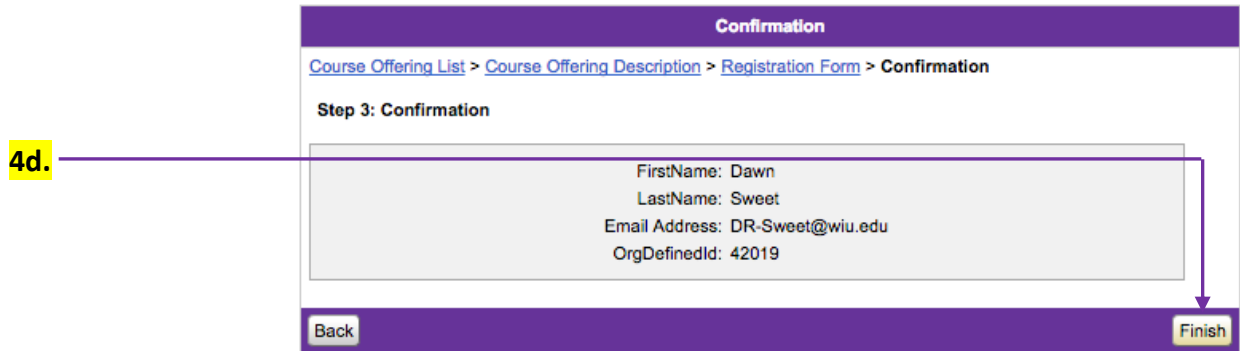| Registration Form |
|---|
| Course Offering List > Course Offering Description > **Registration Form** |
| **Step 2: Enter Registration Information** |

Required fields are marked with a *

First Name: Dawn
Last Name: Sweet
Email: DR-Sweet@wiu.edu
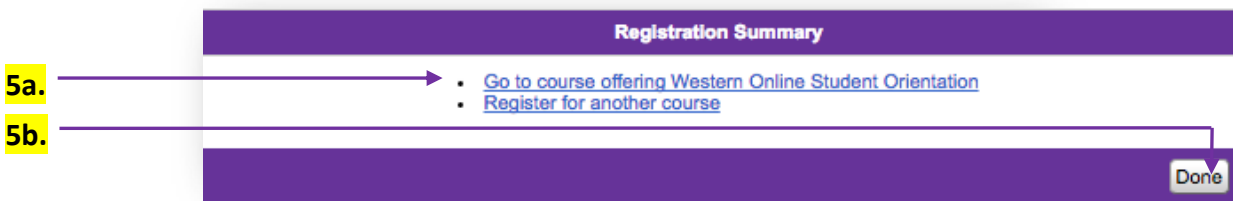**Org Defined ID:** 42019

4c.
Back   Submit

d. When the **Confirmation** window appears, ensure that your information is correct, then click the **Finish** button.
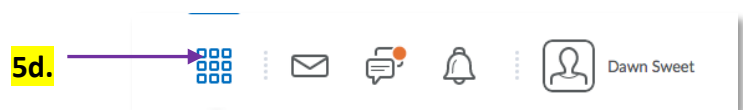

4d.

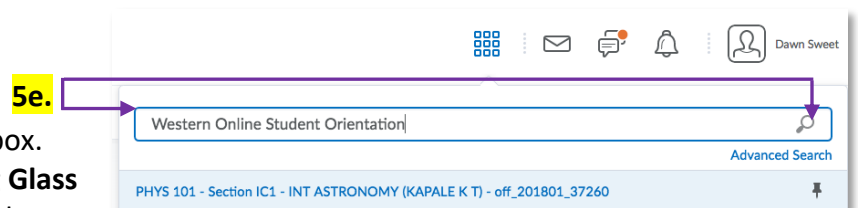5.) **Accessing your Student Orientation Course after registration is complete:**

a. When the **Registration Summary** window appears, click **Go to course offering Western Online Student Orientation** to go directly to your course.

b. If you do not want to go directly to your course, click the **Done** button.

c. To return to the Western Online Student Orientation Course at a later time, **repeat steps 1 and 2 from the first page** of this tutorial to log in to the system.
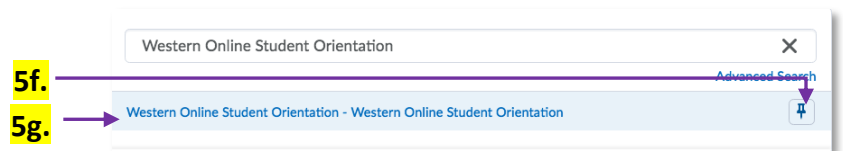

5a.
5b.

d. Once you are logged in to Western Online, and are at the **MY Home** page, click on the **My Courses** icon in the upper-right row of tools.

5d.

e. The **Course** Search menu will appear. Type **Western Online Student Orientation** into the search box. Then click on the **Magnifying Glass** icon to perform a search for the course.

5e.

f. When the course listing(s) are returned, click on the **push pin icon** to the right of the **Western Online Student Orientation** link to have this course saved to your listing of courses (if it is not already showing in that list).

5f.
5g.

g. Finally, click on the course link and you will be taken into the orientation.

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