

New ISU Student Getting Started Checklist Engineering-LAS Online Learning

Please find the Getting Started Checklist for new online students. You will want to complete the tasks below before your online course begins. This will help you off to a positive start on your online course.

- Confirm your registration**
After submitting your application and registration, new students will receive a registration confirmation letter via mail containing your University ID number and password to login to AccessPlus. If you register for courses within 5 days of the beginning of your course, you will receive these letters via email. Existing students should verify their registration in AccessPlus. <http://www.elo.iastate.edu/online-orientation/access-plus/>

 - Request an ISU ID Card**
If you wish to have a physical ISU ID card mailed to you, please contact distance@iastate.edu to request it.

 - Set up your NET-ID**
Once you receive your ISU Card Number you will be able to set up your Net ID. **Your Net ID is required to log into our online course portal system, Blackboard Learn, that will have your course's content.** To setup your Net ID, please visit the Acropolis Website and follow the instructions there. For more information regarding your Net ID and Acropolis registration, visit the ELO Support page. https://www.it.iastate.edu/howtos/register_net-id

 - Set up your email**
An ISU e-mail account is automatically set up when you establish your Net ID. Your e-mail address will be your Net ID followed by @iastate.edu. To check your ISU e-mail account you will need to log into the university's WebMail System.
- Since all official notices from the university (this includes information on billing and grades) will go to your newly created ISU e-mail account, you may wish to forward your ISU e-mail to an account you already use on a regular basis. Instructions for ISU e-mail forwarding can be found on the ISU Information Technology web site. You may use the ISU WebMail System if you have no other e-mail or do not wish to forward your ISU account to another e-mail address.
<https://www.it.iastate.edu/services/cymail>
- Login to AccessPlus**
AccessPlus is your go-to place for your university needs. This is where you can register for classes, verify registration, check your U-bill, and view personal information. <http://www.elo.iastate.edu/online-orientation/access-plus/>

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- Review your academic resources**

Iowa State University has many resources available to online students to make the online learning experience a positive one. Making yourself familiar with these resources will allow you to easily find the resource you need when you need it. Some examples would be making schedule changes and using the Parks Library, Career Services, and the Veterans Center.
<http://www.elo.iastate.edu/online-orientation/resources/>
- Identify your adviser**

It is important to know who your academic adviser is. If you do not have an adviser listed in AccessPlus please contact us at ELO and we can help you find out whom you can reach out to for academic questions. <http://www.elo.iastate.edu/online-orientation/advising/>
- Test your computer**

Be sure that your computer meets the technological requirements for successful learning online. Here is a website that can help you be sure your computer meets these requirements.
<http://www.elo.iastate.edu/support/computer-requirements/>
- Log into Blackboard**

Blackboard Learn is the learning management system that is most often used for ISU online courses. You will use your NET-ID and password to gain access to Blackboard.
IMPORTANT: You may not see your course in Blackboard Learn until the first day of classes.
- Get a proctor**

Many online courses require that exams and quizzes be proctored. If you are on campus you can utilize the testing centers. If you are off campus you will need to find an off-campus proctor. It is very important that you identify your proctor early. Do not wait until the week of your exam to go through the process of having your proctor approved. Here is the link to the proctoring information you will need. <http://www.elo.iastate.edu/online-orientation/proctortesting-center-info/>
- Textbooks**

Required textbooks can be found at the University Bookstore. If using another vendor, please check your syllabus for the correct textbook information. <http://www.isubookstore.com/home.aspx>
- Get Involved**

As an online student there are many ways to get involved and experience Iowa State University. <http://www.elo.iastate.edu/online-orientation/get-involved/>
- Contact Us**

If you have any questions please reach out to elo@iastate.edu or 515-294-7470.