Faculty Login Instructions

Log into D2L to access all Clarion University courses. Use the login link found at <u>www.clarion.edu/d2l</u>. This page contains helpful resources for instructors and students for D2L and all instructional technologies used at Clarion University as well as important notifications regarding the D2L Learning Environment. Support numbers for D2L's 24 x 7 Help Desk, and others, are on this web page as well.

D2L Login: Username and Password Information

- Getting Started
 - a. <u>Change Password</u> Before you can access D2L*, you must initialize your Clarion account by resetting the temporary password you were provided upon hire. Access the <u>password reset</u> <u>page</u> and select "change your password".
- Go to clarion.edu/d2l and click the Login icon
 - a. Select and enter your D2L username (*e.g. jsmith*) and password. This is the same username required to login to MyClarion, email, campus computers, Mediasite and the wireless network (see images below).
 - b. To confirm your Clarion username, you can check the <u>directory</u>. Your email address and username are the same.
- Forgotten Password
 - a. If you do not remember the password for your Clarion username, you will need to contact the Computing Services Help Desk (814-393-2640) between 8:30-4:30 Monday-Friday and have it reset.

*Exceptions: Edinboro Faculty and Guest D2L accounts

Logging into D2L

1. Go to **clarion.edu/d2l** to access the login link, OR navigate through the **MyClarion Tools** link in the gold bar across the top of any www.clarion.edu web page.



2. Select your account type



- [Clarion Students/Faculty/Staff] Clarion students, faculty and staff with an "@clarion.edu" account.
- [Edinboro/Faculty] Edinboro faculty teaching a Clarion course with an "@edinboro.edu" account.
- [Guest] Guest accounts are those that do not include @clarion.edu in the username
- [PASSHE] Pennsylvania State System of Higher Education

NIVERSITY	courageous. <i>confident</i> . CLARION .
e your Account Type	WELCOME
Clarion Students/Faculty/Staff	To login, select the option that corresponds with your account type.
Clarion Students/Faculty/Staff	Enter your username and password on the next screen.
Edinboro/Faculty Only	
Edinboro/Faculty Only	For D2L login information, 24x7 support, and additional resources, visit www.clarion.edu/D2L.
Guest	Please run a <u>System Check</u> before you login.
Guest Users	
PASSHE	Privered by
PASSHE Users	Copyright © 2017 Desire2Learn Incorporated. All rights reserved.
m Check	

- 3. On the next screen:
 - Enter your MyClarion username (you do not need to add @clarion.edu)
 - Enter your MyClarion password you must change the temporary password that was provided when you first received your Clarion University credentials
 - Click the Login button
 - Your login directs you to the D2L MyHome page

	enter your	D2L Brightspace Please enter your Clarion username and password to view your courses in D2L, Clarion University's online learning environment. For Login issues, information on D2L system status, documentation and resources please go to www.clarion.edu/d2L Prequently Asked Questions
Password Don't Remember Login Login Colligioent Password Management Tools (Forgot/Ch Password) Computing Services	ange	IMPORTANT Only enter your credentials if the web browser address begins with exactly https://dp.clarion.ed// WARNING: To protect your privacy and prevent unauthorized access, logout and close your web browser when you are finished. Unauthorized use is prohibited. Access and use must comply with <u>University Accegtable Use</u> <u>Policies and Cuildelines</u> which specify that the user has no expectation of privacy.



- 4. Access your course by doing one of the following:
 - a. **Course selector** Access your courses by clicking on the name of the course from the dropdown course selector at the top of the page. The course selector is ordered alphabetically up to 25 courses. Search for your course by prefix, number and year. *Example: Engl 111 2018.*

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Search for a course	P
Click the pin icon to Advan	ced Search
LTC Sample Course 101 - LTC.SAMPLE.COURSE top of your list	
CSD.352.C02 Speech Disorders (2016 FALL) - 2016FALLCSD352.C02	*
Sample-course - ENG 111 - 2012FALLENG111.C20	Ŧ
CSD.258.C01 Lang Disorders in Children (2016 SPRING) - 2016SPRINGCSD258.C01	\checkmark
BIOL.111.W01C Basic Biology (2014 SPRING) - 2014SPRINGBIOL111.W01C	Ŧ
CIS.217.W01 Appl of Micro (2015 FALL) - 2015FALLCIS217.W01	Ŧ
CSD 125 C01 Intro Comm Disorders (2014 FALL) + 2014FALLCSD125 C01	д

b. My Courses widget – On your My Home page, pinned courses display in the My Courses widget. Click "View All Courses" to search for and pin other courses. [Pinning Instructions (PDF) (Video)]





