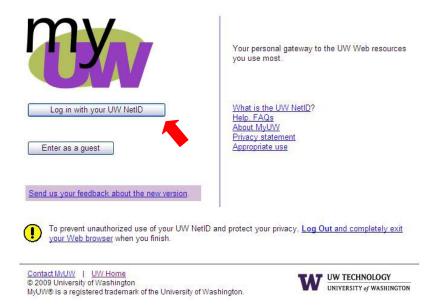
Accessing Your Online Course Materials

You need a UWNetID and password to access your online course materials. Information on how to set up your NetID should either be included with this mailing, or would have been sent to you when you first registered for a course with the University of Washington. If you do not have your UWNetID, or the information required to create one, please contact our Registration department at (206) 543-2310.

If you have just created your UWNetID, it will take 24 -72 hours before you will have access to your course content at our My Course site. For more details, please see "A Note on Timing" at the end of this document.

To access your course:

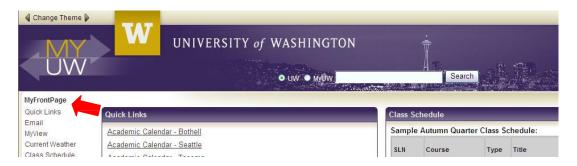
1. Go to http://myuw.washington.edu/. You will reach the screen below.



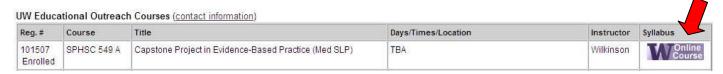
2. Click "Log in with your UWNetID." Enter your UWNetID and password in the fields as shown in the example below and click the "Log in" button (In the example, the student's UW NetID is "tsmith").



3. Once you have successfully logged in, you will reach the main MyUW page. Click the "MyFrontPage" tab to view your class schedule (This will typically be your default starting page).



4. In the class schedule example shown below, the student has registered for a class called "SPHSC 549 A." To view a course syllabus, click on "Online Course" in the rightmost column of the schedule. If your class is not listed, or if no "Online Course" link appears, please contact UW Educational Outreach Technical Support by e-mail at dltechsupp@pce.uw.edu or by telephone at (206) 221-1393 Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. PST.

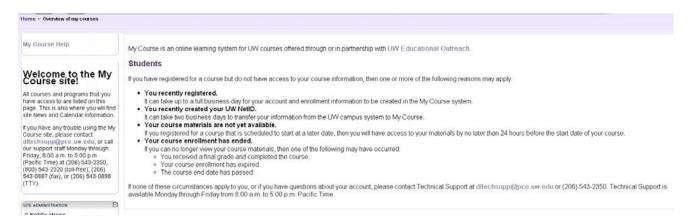


5. Clicking this link will take you to UW Online Learning's My Course site. There you will see your course(s) listed. If you are enrolled in multiple courses, they will all be listed on this page. Please note that this page will list the due dates for your assignments (if the course uses this feature), but you will need to click on the course title to view the course content.



A Note on Timing

Once you have created your UWNetID, you will be able to view your course listed in MyUW, and will see the link to the My Course site. However, it will take 24-72 hours before you will see the actual course content. If you login to My Course before this process is completed, you will see the screen below which lists the reasons your course is not displayed.



Even if you have previously created your UWNetID you will also see this screen if you log into the My Course site the same day you have registered for a course. Once you create a UWNetID, an overnight process is required before you can view the actual course content.

If you continue to see this screen more than 72 hours after you have created your NetID, please contact UW Educational Outreach Technical Support by e-mail at dltechsupp@pce.uw.edu or by telephone at (206) 221-1393 Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. PST.

Know the Rules

You are encouraged to use the computer services provided by the University, but you must adhere to UW software copyright policy and be ethical in your computer use. It is your responsibility to know the rules and guidelines. Inappropriate use of UW computing resources can result in a loss of access to them. A complete list of the guidelines and laws regarding computer and network use is available at http://www.washington.edu/computing/rules/guidelines.html.