

Step 1: Create Your K-State eID

All students are required to have a K-State eID. This allows you to access the university's computer system, which allows you to use your campus e-mail account, use disk space, and create a personal web page. In addition, students can access university-wide licensed software such as Norton AntiVirus, Netscape, Internet Explorer, and WinZip.

All e-mail correspondence from K-State will be sent to your K-State eID. **You can read e-mail sent to your eID using K-State WebMail (see instructions below), or, if desired, you can forward your K-State e-mail to your regular e-mail address.** (This free service is not a replacement for a current Internet Service Provider, as students will need web access to use their K-State accounts.)

Activation of the account is a simple process:

1. Go to <http://eid.k-state.edu>.
2. Under *New K-Staters*, click on *Register*.

Note: If you are a former student, but attended prior to Fall 2002, you will need to “*Register*” for an eID. If you attended K-State since Fall 2002, under *eProfile Sign in* you will need to click on *Activate your eID* to create your K-State eID.

3. To register for your K-State eID, simply follow the six self-guided steps located on the web site.

Note: Be sure that your Student ID Number (frequently your Social Security Number) is correct and matches the ID number used to enroll. Your account information is private. We do not share account information.

Make sure you remember your eID and Password. You will need this information to log in each time you access your course. The system will require you to change your password periodically.

Your password must have six to eight characters, contain at least five different characters, and cannot be an identifiable name or word. Your password is case sensitive, and capital letters must be capitalized.

Once you create an eID, a K-State e-mail address will automatically be created for you, example: “your eID@ksu.edu”. All e-mail communications from instructors will be sent to your K-State e-mail. If you would rather forward your K-State e-mail to another account simply activate that feature in your eID profile. Sign in to your newly created eID account at <http://eid.k-state.edu> and complete the steps for forwarding your e-mail located at the bottom of that page. We strongly recommend that students choose to forward their K-State e-mail to an e-mail address that they use regularly.

Using WebMail:

For instructions on using K-State WebMail, go to <http://www.ksu.edu/cns/webmail/>

Step 2: Login to K-State Online

1. Go to <http://online.ksu.edu>
2. On the left hand side of the page click Sign In (if you have questions about your computer and if you have the necessary software click Resources at the top of the page)
3. A dialog box should pop up asking for User ID and Password (these are the ones created as your eID – see Step 1 above).
4. In the main part of the page are the courses that you are currently enrolled. If your course is not listed then make sure that your course is on K-State Online by either contacting your instructor or do a Search Courses at the top of the K-State Online Sign In page (see #1 above).
5. At the top of the page is a Personal Calendar (this is linked to your courses), My Profile (basic information about you) and Online Tutorials (to help a student new to K-State Online learn about the system).
6. When ready to enter the course click on the Course #. Once inside the course there is various information that can be available:
 - Content – Modules will be visible (this is where the course content is stored), there also will be Archives (this holds any archived information, with the exception of the Message Boards). Course Info may be visible (this may have basic information about the course – syllabus, text information, etc.)
 - Tools – This may vary from class to class. Message Board is a discussion area where an instructor can post a question they want you to respond. Chatroom is a “real time” discussion with peers or instructor. Groups is a place where students can interact, your instructor may divide you to allow for more interaction. File Dropbox allows the student to send files to the instructor. And Gradebook can be used for the grades in the class (some classes may not use)
 - E-mail Instructor, K-State Libraries, Technical Support and Course Organizer are also available.

Step 3: Purchase Textbook(s) and other Material(s)

Any textbook(s) and other material(s) to be purchased for this course and information on how to order these items are covered in the “Welcome to Your Course” section of this packet. **ORDER YOUR TEXTBOOKS IMMEDIATELY.**

Technical support in the College of Education – Mike Ribble, (785)532-2758, mribble@ksu.edu
8 a.m. – 5 p.m. Monday - Friday

IT Help Desk – place to call if have questions on passwords or specific problems with K-State Online not working. (785) 532-7722 or (800) 865-6143.

7 a.m. – 12 midnight Monday – Thursday

7 a.m. – 9 p.m. Friday

8 a.m. – 5 p.m. Saturday

1 p.m. – 10 p.m. Sunday

All times are Central Standard Time