Desire2Learn Version 8.3 - Start-Up Steps for Faculty

✔ Web Browser Required:
   Internet Explorer 6.0, 7.0 is recommend for Windows users
   Firefox 2.0 is recommend for Mac OS X (up to 10.4) users

✔ Check your browser:
   Go to https://southcentral.ims.mnscu.edu/ and click the “Click here to do a system check” link to complete the System Check. The System Check is designed to ensure your computer system is properly configured for our web access to courses in Desire2Learn.

✔ Username and Password:

   Usernames:
   Your D2L username is set to your MnSCU 8-digit ID number including the leading zeros (Example: 00012345). This is the number you use to log into your MnSCU account to enter grades at the end of the term. This number is also listed at the bottom of your SCC employee photo identification card.

   Passwords:
   Initial passwords are set to your birth date in the YYMMDD format. For example, the initial password for a person born on 5/20/1987 would be 870520. In some cases South Central Online does not have birth date information and will use the last 6 digits of your social security number as the initial password (Example: 012345). You will be required to create a new password the first time you login to Desire2Learn.

✔ Login to Desire2Learn: (course(s) will not be available to students until the first day of the semester)

Browse to https://southcentral.ims.mnscu.edu/

In the Username text box, enter your Desire2Learn username (this is your MnSCU ID including the leading zeros).

In the Password text box, enter your Desire2Learn password (this is your birth date in the YYMMDD format or the last 6 digits of your social security number).

For more information, see the Username and Password section above.

✔ Password Assistance:

If you are having password problems email onlinehelp@southcentral.edu; include your MnSCU ID number and your full name in your message.
Password Change:

You will be required to create a new password the very first time you login to Desire2Learn. 1. You will be asked to fill in your old password than your new password twice. 2. When you have successfully changed your password you will receive a confirmation statement.

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Change Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>To change your password, fill in the information to the right. You may want to write the new one down and keep it in a safe place.</td>
<td>Old Password:</td>
</tr>
<tr>
<td>Please note that your password is case sensitive.</td>
<td>New Password:</td>
</tr>
<tr>
<td></td>
<td>Confirm New Password:</td>
</tr>
</tbody>
</table>

Your Password Was Successfully Changed

Your password has been changed. Use this password to login to the system from now on.

My Home Page:

You should now see your “My Home” page in Desire2Learn. Your “My Home” page will look similar to the one below. When your courses are available for you to access, you will see them listed under the “My South Central College Courses” widget.

Technical Assistance:

For help with technical questions, visit http://d2l.custhelp.com/