

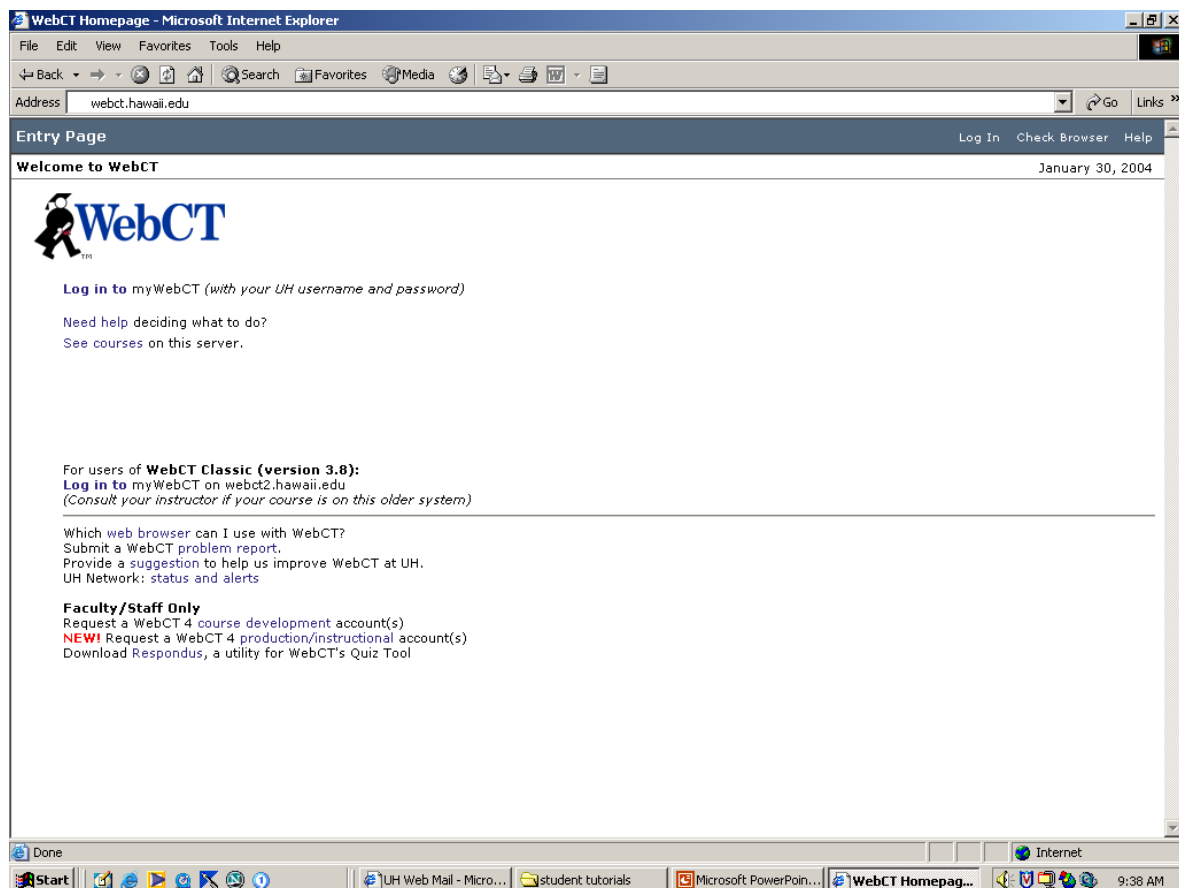
WebCT Student Tutorial: Logging In

To login to WebCT, you need a web browser, such as Internet Explorer or Netscape. You will also need your UH username and password.

In this example, we're using Internet Explorer as the web browser.

Type **webct.hawaii.edu** in the address box and press enter

The WebCT entry page will be displayed



Click on “Log in to” my WebCT at the top, right under the word WebCT in big blue letters.

There is a link to login to the Classic version halfway down the screen. Do not click on that link. We are no longer using the WebCT classic version here at UH West Oahu.

The Login to WebCT screen will then be displayed.



The image shows the 'Login to WebCT' page. At the top, there is a header bar with 'Login to WebCT' on the left and 'Entry Page Help' on the right. Below the header, on the left, is the WebCT logo. In the center, there are two input fields: 'WebCT ID:' and 'Password:'. Below these fields is a 'Log in' button.

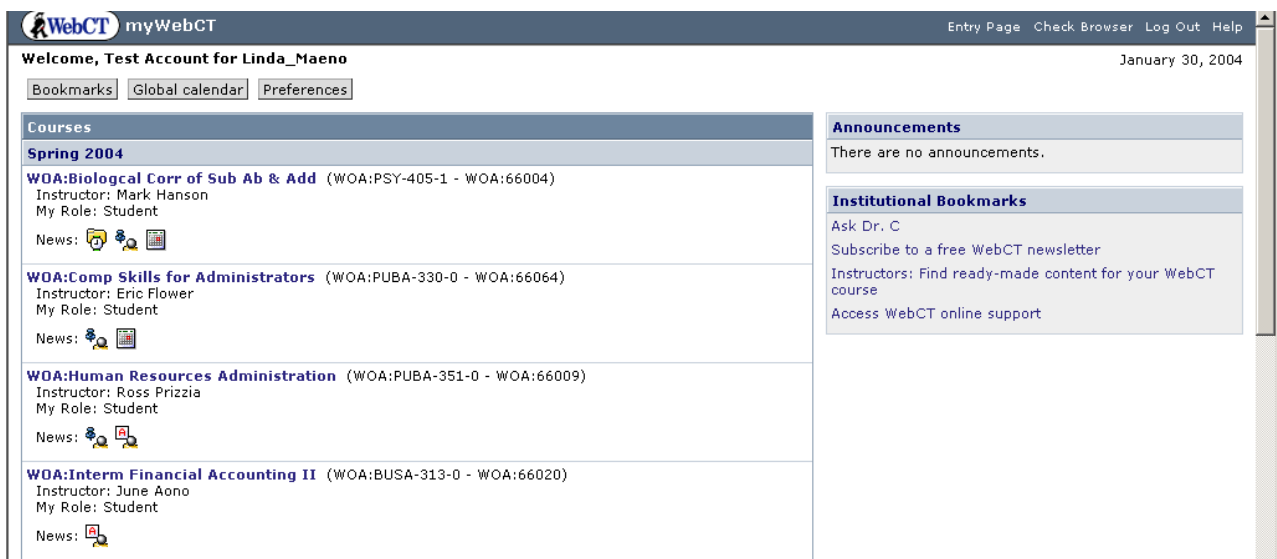
Type in your WebCT ID and password. Your WebCT ID is the same username you use to login to the portal, the Banner online registration system, and to access your hawaii.edu email.

Your username and password are case sensitive so be sure that your caps lock is not on.

After entering your ID and password, click on Log In.

If you don't remember your password, you can go to the UH West Oahu Student Services Office, or your campus representative to have your password reset.

After successfully logging in to WebCT, you will see your list of online courses.



The image shows the 'myWebCT' dashboard. At the top, there is a header bar with the 'myWebCT' logo on the left and 'Entry Page Check Browser Log Out Help' on the right. Below the header, the main content area is divided into several sections. On the left, there is a 'Courses' section with a 'Spring 2004' sub-header. It lists four courses: 'WOA:Biological Corr of Sub Ab & Add', 'WOA:Comp Skills for Administrators', 'WOA:Human Resources Administration', and 'WOA:Interm Financial Accounting II'. Each course entry includes the instructor's name and the user's role (Student). On the right, there are two sections: 'Announcements' and 'Institutional Bookmarks'. The 'Announcements' section states 'There are no announcements.' The 'Institutional Bookmarks' section includes links to 'Ask Dr. C', 'Subscribe to a free WebCT newsletter', 'Instructors: Find ready-made content for your WebCT course', and 'Access WebCT online support'.

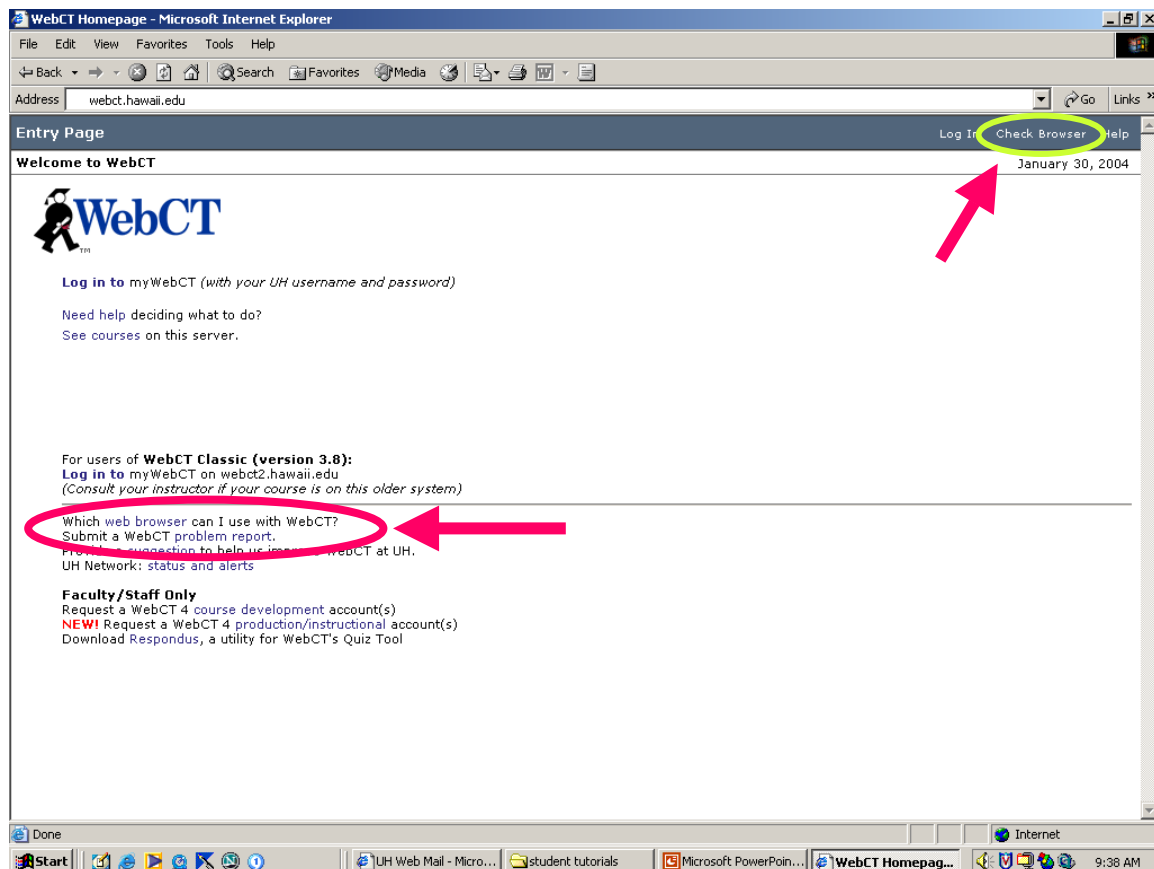
Click on the name of the course you want to enter.

Note: that you no longer have to create a myWebCT account or add courses to your myWebCT account. You will be automatically enrolled into any WebCT courses that you have registered in and the courses will automatically be added to your myWebCT account.

If you have problems with WebCT, such as not being able to enter a chat session or email windows not displaying, you should do a browser check. There are two places on the WebCT Entry page where you can find the browser check.

Look in the gray bar at the top right corner of the WebCT Entry page. You can click on the words “Check browser” to start the browser check. There is another link to the browser check below the gray line about halfway down the screen. Click on the words “Web browser” in the question “Which web browser can I use with WebCT?”

The browser check will walk you through a series of checks. You may have to install java or change your security settings or disable a pop-up killer. After making changes, WebCT should work the way you expect it to.



If it still doesn't, you can submit a problem report to the WebCT support people at UH Manoa. The link to submit a problem report is just below the web browser link. Fill in and submit the online problem report. A reply will be emailed back to the email address you provide.

Need Help?

For more in-depth information on how to use WebCT tools and features, refer to the WebCT Student Orientation created by Information Technology Services:

<http://www.hawaii.edu/talent/webctstudentorientation/index.html>

If you have any questions about online courses, contact the Student Services Office at (808) 454-4700 or toll-free at 1-(866) 299-8656.

For WebCT technical support, contact Linda Maeno or Stacey Sawa:

linda@hawaii.edu
(808) 454-4785

ssawa@hawaii.edu
(808) 454-4706