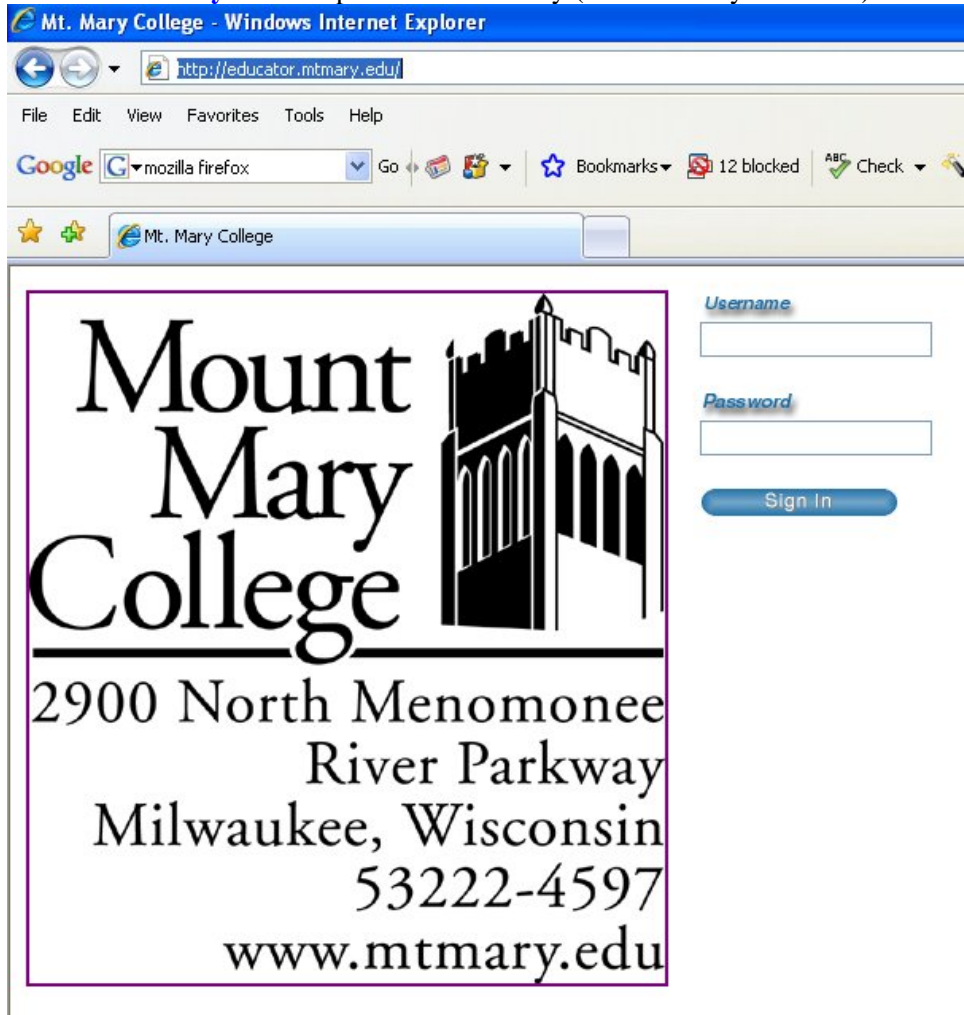


STUDENT DIRECTIONS FOR MOUNT MARY COLLEGE

Logging In
Changing Password
Changing E-Mail Address
Shortcut Buttons

1. Open a browser (Internet Explorer Firefox). In the Address or Go To box type in the URL: educator.mtmary.edu and press the Enter Key (or Return key on a Mac)



Mt. Mary College - Windows Internet Explorer

http://educator.mtmary.edu/

File Edit View Favorites Tools Help

Google mozilla firefox Go Bookmarks 12 blocked Check

Mt. Mary College

Mount Mary College

2900 North Menomonee
River Parkway
Milwaukee, Wisconsin
53222-4597
www.mtmary.edu

Username

Password

Sign In

2. At the main login screen for Educator. Type in your **User name** (your Mount Mary student ID number) and the **password** (if this is your first time entering Educator your password is "**welcome**" (but typed without the quotation marks--**welcome**)).

Username

9999999

Password

••••••••

Sign In

3. If this is your first time in Educator, you will be prompted to change your password. Even if you are not prompted, you should change your password: Something short, that you will easily remember, and in lower-case letters and numerals with no spaces is best.

4. When you log in to Educator, you will see a list of the course(s) for which you have been registered, or, if you are registered for just one course, you will be in the course when you log in. If you are registered for more than one course, click the **ENTER THIS COURSE** button or link to enter the course of your choice. If no courses are listed, your Educator account contains no active courses at this time. If you believe that is an error, contact your instructor(s) and ask them to make certain you have been enrolled in the course(s) and that the instructor has set the course to be open to student access. For additional assistance, email the Educator System Administration (baere@mtmary.edu OR bosl@educator.mtmary.edu)

My Courses

Course Name	Test Site
Course ID:	ATD888
Students Enrolled:	5
<input type="checkbox"/> Check here to make this your default course when signing in	
<input type="button" value="Enter course"/>	

Course Name	Desktop Publishing
Course ID:	EPW20601s08
Students Enrolled:	1
<input type="checkbox"/> Check here to make this your default course when signing in	
<input type="button" value="Enter course"/>	

6. You may wish to change the email address to which Educator messages are sent if you have an address that you use more frequently than the one in your profile. To change the address, click the E-MAIL button and the Preferences link below the E-MAIL BUTTON.

E-MAIL
Inbox
Send Message
Mail Folders
Address Book
Mail Lists
Preferences

7. Educator has a built-in email system and assigns each user an Educator email address (e.g., jonesj@educator.mtmary.edu). This address is very useful for sending messages to those in your course; however, you should also enter an email address to which your Educator email messages should be forwarded. To do so, click the **E-Mail** button and the **Preference** link. Then, enter your preferred email address in the window under “Forwarding address for mail sent to xxxxx@educator.mtmary.edu.” Enter the same address under “Return-to address for mail sent from xxxxx@educator.mtmary.edu.”

Forwarding address for mail sent to **baere@educator.mtmary.edu**:

baere@mtmary.edu

Preserve a copy of mail at **baere@educator.mtmary.edu** when forwarding:

Signature on outgoing e-mail:

Dr. Gene Baer
Academic Technology Leader

Return-to address for mail sent from **baere@educator.mtmary.edu**:

baere@mtmary.edu

8. Click the **Submit** button to complete these changes.

Open the following folder upon entering the program:

Inbox

Open the following folder upon sending mail:

Outbox

Default mail sorting option

Newest to Oldest


Submit

Reset

9. Note the shortcut buttons on the bottom of the opening screen of your course(s). In order from left to right they are:

 **Help Center**

 **Search Tool**

 **Compass** – allows you to “Jump” to any place in any of your Educator courses



**Miscellaneous Tools - Equation Editor, Calculator, Wireless Educator Emulator,
Shortcut to Course Tools**



Calendar



Advanced Notification Center



Security (Change password, multiple log-ins)



Workload (what you have to do)



Usage



Users Group



My (Your Student Folder)