



## Quick Start Guide: Getting Started Student

This Quick Start Guide (QSG) will help you through the process of setting up a student account for online graduate courses.

Learning Management System (LMS) URL: <https://Courses.ProfessionalPractice.org>  
You may access online courses from: [www.ProfessionalPractice.org](http://www.ProfessionalPractice.org)

### Technical Requirements

Please review the Technical Requirements for the Learning Management System (LMS) at [www.ProfessionalPractice.org](http://www.ProfessionalPractice.org). Your web browser and plugins must meet the minimum requirements listed. Requirements may vary by course.

### Your Account

First Time Login – you will only need to complete this process once.

Your account will be created by N.I. staff. Your account will be associated with your university email address. If you do not see the email, check your junk/spam/clutter folder.

Follow these steps to log in for the first time. You will only need to complete this set up once.

1. Locate the welcome email from N.I. staff, this email will contain a temporary password.
2. Click the link in the email (or copy and paste the URL into a web browser.)
3. Type your email address in the Login field.
4. Copy and paste or type the temporary password provided.
5. Click Login.
6. Check the checkbox to agree to the terms of use and privacy policy.
7. Click Submit.

Note: If you do not receive or do not have the email, but know that your account is ready, use the “Don’t know your password?” link on the log in page. Enter your email address and click Request Password. A password confirmation will be sent to your email. Follow the instructions in the email to set a new password.

### Update Your Password

For security purposes, we strongly recommend updating your password after you log in for the first time.

1. Click Settings in the upper right corner of the page.
2. Click Edit Settings in the right side menu.
3. Check the checkbox Change Password.
4. Type your Old Password. If this is the first time you have logged in, it will be the temporary password provided to you by N.I. staff in the welcome email.
5. Type a New Password.
6. Retype the New Password to confirm.



7. **Click** Update Settings.

### Add a Profile Photo

1. **Click** your name in the upper right corner of the page. This opens your profile page.
2. **Hover** over the gray circle and click the pencil icon.
3. In the dialog box, choose from where you would like to upload your picture. This will vary based on your computer and/or browser.
4. Once you have selected a picture and it is displayed in the box, click **Save**.

### Notification Settings

Notifications are sent to the email address you have associated with your LMS account. You may add an additional email address for notifications. By setting up Notifications, you will receive an email about Inbox messages and may reply from that email to the Inbox message.

1. **Click** your name in the upper right corner of the page. This opens your profile page.
2. **Click** Notifications in the left menu.
3. For each item listed, you may customize the frequency of email updates by clicking the icon to the right of each item.

## Courses

### What to expect on the first day of class

2-4 business days prior to the start of class you will receive a course invitation email with a link to your course. Prior to the first day of class, you will NOT see your course in the LMS, but the email is confirmation of your enrollment. On the first day of class the course will be available to you and you will receive a welcome email from the facilitator. On the first day of class, follow the Accessing Assigned Course(s) instructions (below.)

### Accessing Assigned Course(s)

For each course you enroll in, you will receive a course invitation email notifying you that you have been added to the course as a student.

1. Locate the course invitation email in your email.
2. **Click** the Get Started button.
3. **Log** into the LMS using the credentials you set in the My Account section.
4. On the home page, you will see the course invitation(s). **Click** Accept.
5. The course will now display in your Courses list (Main menu, hover over Courses.)

Alternatively, you can log into the LMS and click the Accept button on the home page.



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### WikiSpaces

Course work requires using WikiSpace ([www.wiki.professionalpractice.org](http://www.wiki.professionalpractice.org)). When registering use email associated with your LMS account. Facilitators will only use the email address that associated with your wiki account for posting/invitations. New accounts can take up to 24 hours to be approved.