

Student Orientation Letter

Welcome to your online course! This page will provide you with information about how to access your distance learning course. You may want to save this letter for future reference.

You will use FDU's Webcampus for your online course throughout the semester to access course material, receive and submit assignments, and engage in exchanges with classmates and your instructor.



Getting Help

If you need assistance in using Webcampus, you may:

- Contact the **Fairleigh Dickinson University Technical Assistance Center (FDUTAC)**
NOW AVAILABLE 24 HOURS A DAY!
Phone: **973-443-8822**
Email: fdutac@fdu.edu
- Access the **Student Manual** from within your course by clicking on **Tools** (located on the left panel of the screen) and selecting **User Manual**.



Accessing Your Course:

- In order to access your course, you must have an **FDU Webmail** account. You can apply for an **FDU Webmail** account online at <http://webmail.fdu.edu>. Once you have a Webmail address, your account for your course will automatically be created. This process may take **up to 36 hours** to be completed.
- Point your browser to <http://webcampus.fdu.edu>.
- Enter your **FDU Webmail username** (e.g. *einstein@student.fdu.edu*) and your **FDU Webmail password** and click **Login**.
- All of the courses that you are registered will be available in the box titled **My Courses**, click on the appropriate course link.



Checking Your Webmail:

Please be aware that all email communication for your class is sent using your Webmail address. There are limitations to the amount of email that can be stored in your account. Therefore, it is important that you **regularly check your email** and **delete any unnecessary email**.



Changing Your Password:

You can change your password only by changing it in your Webmail account.



Changing Your Email Address:

You **cannot** change your email address. However, if you would like, you can forward your Webmail email to a different email address. Directions are available from the **How Tos** link at <http://webmail.fdu.edu>. Click on the **Mail Forwarding** link.



Course Information & Course Material

You will access the course syllabus, readings, assignments, and links and requirements by clicking on the buttons or text links (such as **Course Information**, **Course Documents**, etc.) located on the left panel. Be sure to check the **Announcements** section, shown on the very first page when you enter the course, for recent and important information from your instructor.

Please Note: You may not be able to access your course until classes officially begin.