![SIU Carbondale - Center for Teaching Excellence logo]
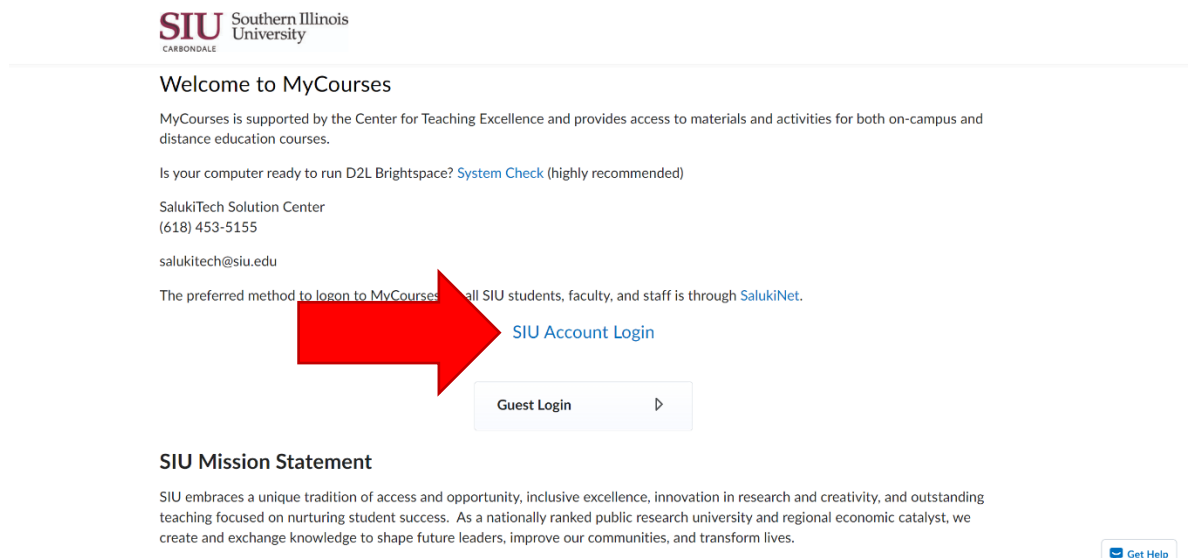
Step by Step Guide for Enrolling in the Self-Paced *New Instructor Pre-Orientation Course (NIPO)*

Important!

*To complete this activity, you **will either need an SIU email and password or you will need to contact the CTE to obtain access (**teach@siu.edu**).***

Step 1: Go to "ITA Resources" page

1. Go to the [Faculty Self-Paced Training Course](https://mycourses.siu.edu/d2l/home/580584) using the following link: mycourses.siu.edu/d2l/home/580584

Figure 1. SIU login page to access MyCourses

2. Log into your SIU account with your SIU email address and password to access the interview site (*or follow the instructions provided by CTE administrator to log in with personal email*)

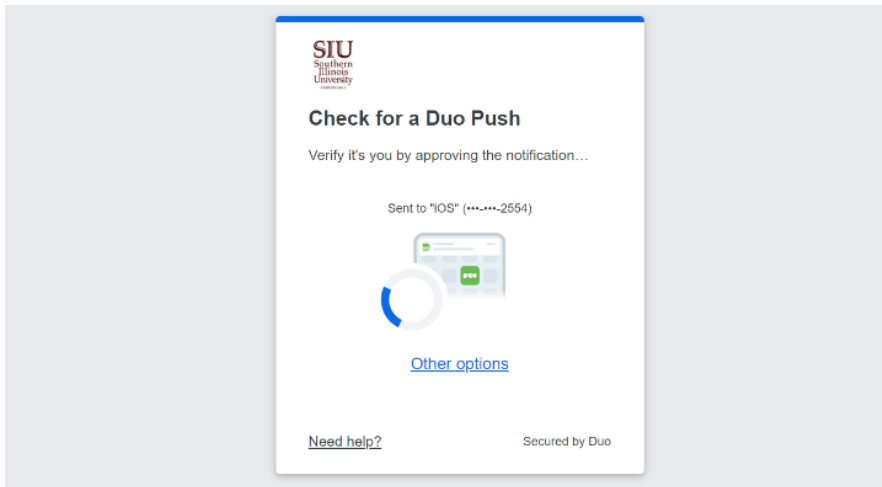3. Verify your access using Duo (also obtained from SIU Office of Information Technology) [If requested]

Figure 2. SIU Duo Push Authentication

Step 2. Self-Enroll in New Faculty Pre-Orientation Course

1. In case you are not already enrolled for this interview, please use this guide to self-enroll. Click on the "Enroll in Course" button.
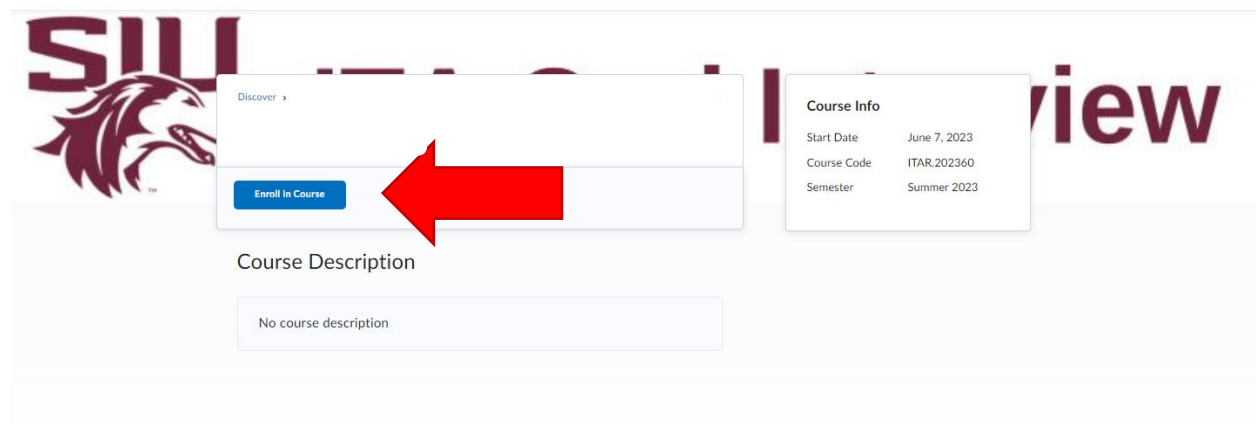

Figure 3. NIPO self-enrollment page

2. When done, you will see a window saying, "Successfully Enrolled" and "New Instructor Pre-Orientation Course will soon be available in the My Courses widget."
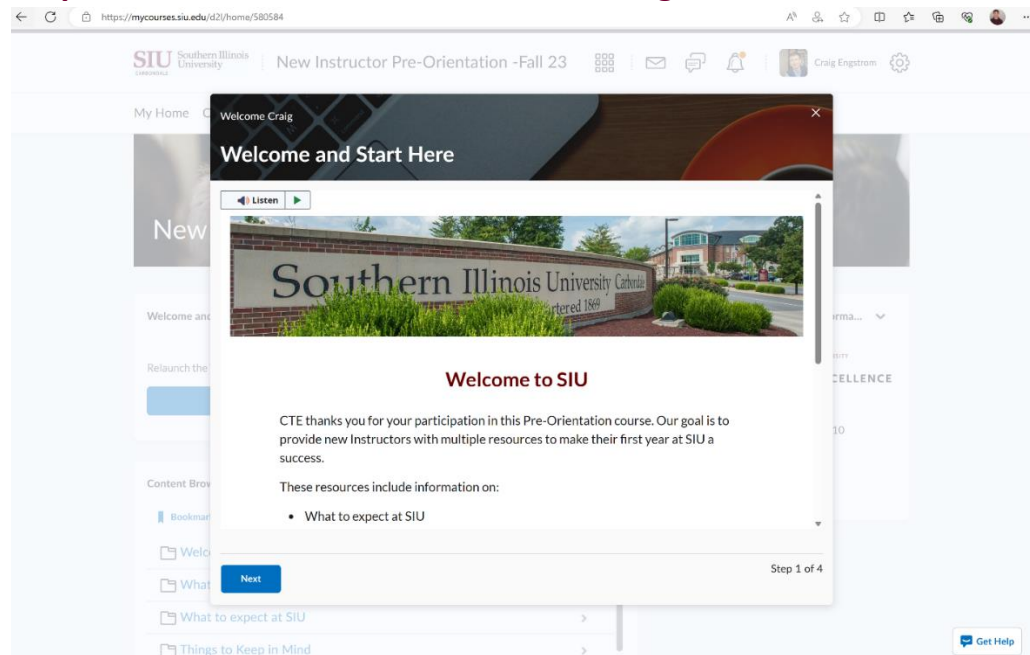
Step 3. Review The NIPO Course Home Page

Figure 4. NIPO instruction pop-up

1. Read the instructions first and then close the window.
2. On the "NIPO" page, you will see "Content" menu; click on this to land in the main content of the training.
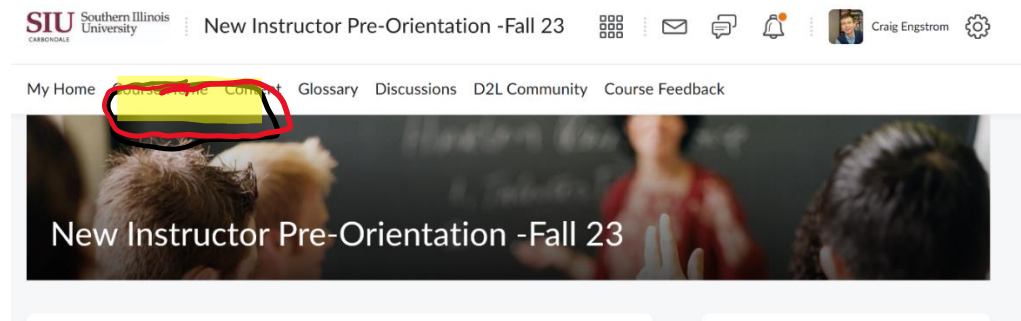

Figure 5. NIPO Content menu link

Step 4. Complete

Learners may complete the course at their own pace. This course is adaptive to learners' experience with D2L. While completing the course, learners will observe best practices as they complete the course. Once all content in the course is completed, learners will receive a certificate of completion.