

## 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](mailto:teach@siu.edu))**.

#### Step 1: Go to “New Instructor Pre-Orientation (NIPO)” page

1. Log into [MyCourses](#)
  - a. Use 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 your personal email)
2. If prompted, verify your access using the Microsoft Authenticator app. [Go to the SIU Office of Information Technology for more information.](#)
3. Go to the [Self-Paced New Instructor Pre-Orientation](#) page through self-register in D2L.

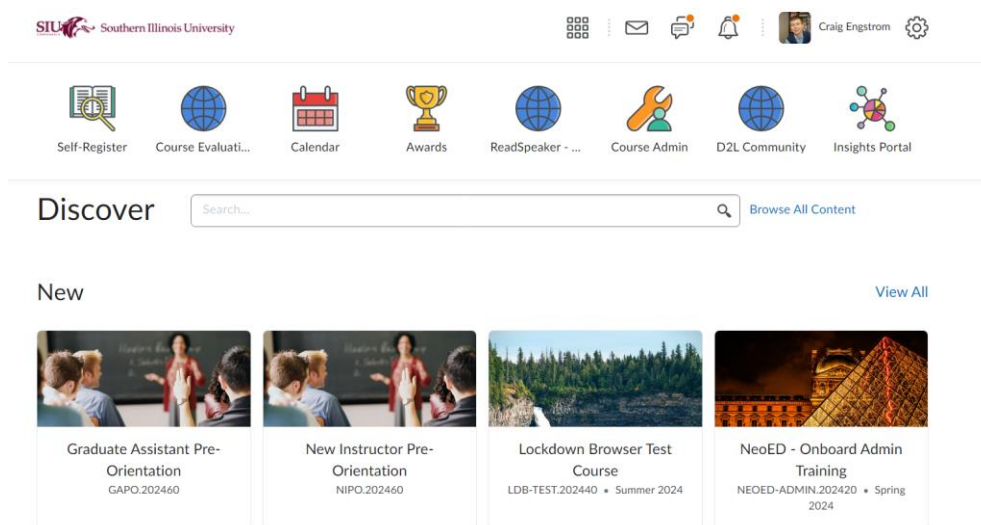


Figure 1. SIU login page to access MyCourses

## 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.

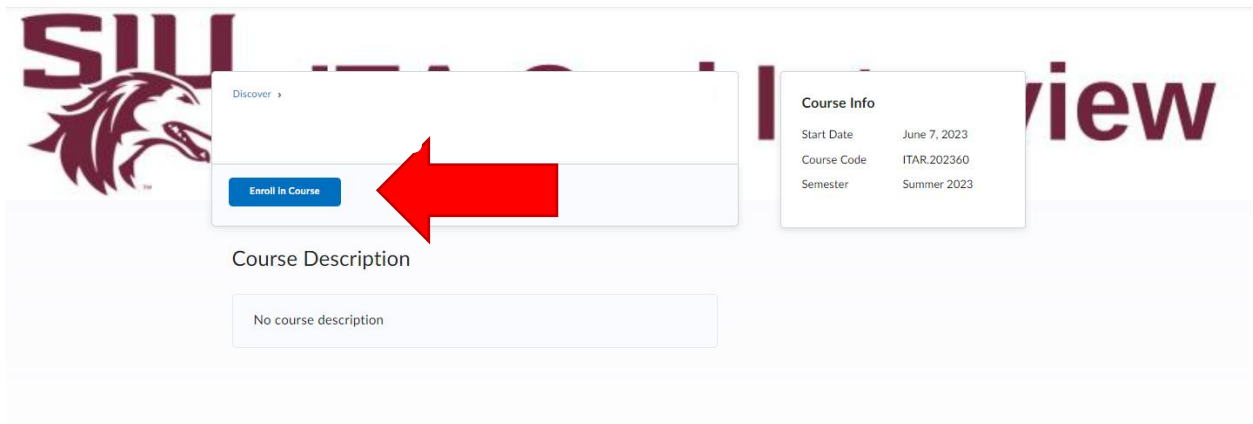


Figure 3. NIPO self-enrollment page

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

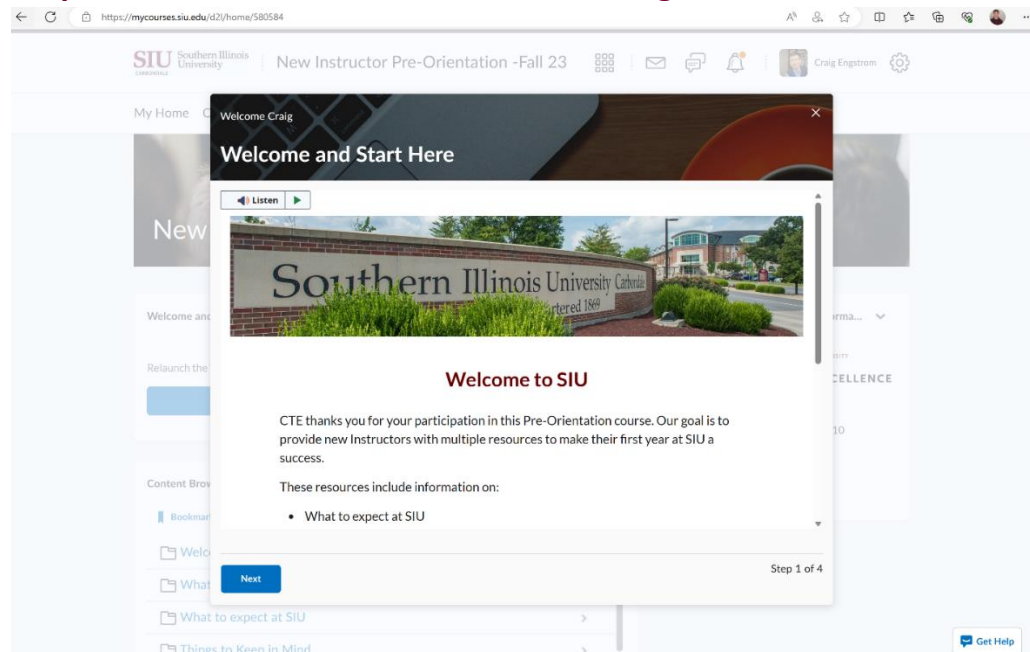


Figure 4. NIPO instruction pop-up

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.

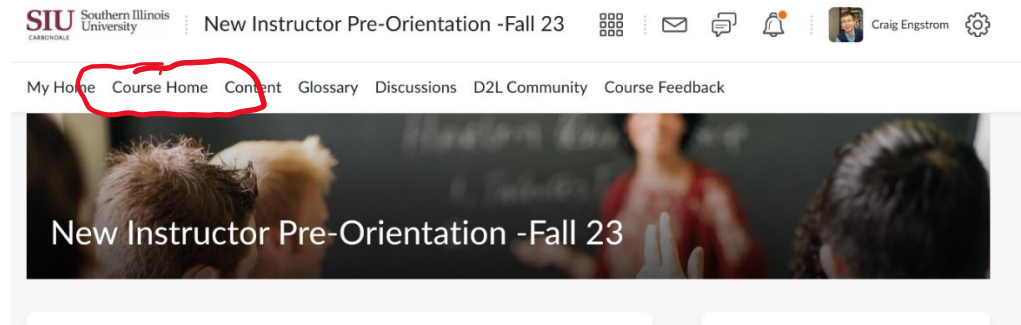


Figure 5. NIPO Content menu link

#### **Step 4. Complete**

Learners may complete the course at their own pace. This course is adaptive to learners’ experience with D2L. As you complete the course, you will observe online design best practices. Once all content in the course is completed, you will receive a certificate of completion.