

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 (<u>teach@siu.edu</u>).**

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. <u>Go to</u> <u>the SIU Office of Information Technology for more information</u>.
- 3. Go to the <u>Self-Paced New Instructor Pre-Orientation</u> page through self-register in D2L.

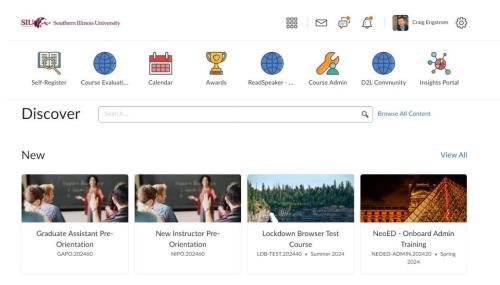


Figure 1. SIU login page to access MyCourses



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.

AC	Discover »	Course Info Start Date June 7.	
	Enroll In Course	Course Code ITAR.2 Semester Summe	02360
	Course Description		
	No course description		

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

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New			
	Southern Illinois University Canal		
Welcome and		irma V	
Relaunch the	Welcome to SIU	CELLENCE	
	CTE thanks you for your participation in this Pre-Orientation course. Our goal is to provide new Instructors with multiple resources to make their first year at SIU a success.	10	
Content Brov	These resources include information on:		
📕 Bookmar	What to expect at SIU	.	
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🕒 What	Next	Step 1 of 4	
🕒 What to ex	pect at SIU >		
Things to K	eep in Mind	😝 Get Help	

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.

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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.