

## Video Transcript

### Psychology: Introduction to eCampus: Part II ecampus1.html (6 minutes)

Hi! I'm Linda Baker, one of the librarians at the El Centro College Library and I'm Melissa Weston, Coordinator for Psychology at El Centro College.

Today, we are going to talk to you about how to use eCampus. These are several different ways you can get into eCampus:

- From the Library website (<http://www.elcentrocollege.edu/library/>), click the link
- From the El Centro website, (<http://www.elcentrocollege.edu/>), click the link
- You can go directly to the eCampus website: (<http://ecampus.dcccd.edu>)

However you get to this page, be sure to read the information on this page. If you are enrolled in a course but you don't see it in eCampus or if eCampus says you are not enrolled, check back on the start date or 2-3 days prior to the start date. Most instructors don't make the class available until 2-3 days before the class start date. Be sure to jot down the phone number for technical support. You may not be able to access this page and phone number if eCampus is down.

Click on the link to enter eCampus. At the login box for username, type in an "e" followed by your 7-digit student ID number. The first time you enter eCampus each semester, even if you are a returning user from previous semesters, your password will be reset to an "e" followed by your 7-digit student ID number. Once you are logged in, you may change the password to whatever you like. eCampus required that you change your password every 90 days. As a helpful hint, you might want to keep a rotating list of passwords to use as each one expires. If you forget your password, there is a link to have your password reset.

Once you are logged in, eCampus will greet you by name. Always look for this because if there is a technical error, such as your student ID associated with another student, you need to call Technical Support to have this fixed immediately.

Look across the top row of tabs. Under TRAINING AND SUPPORT, we'll find Student Tutorials. These tutorials will review you over how to use eCampus. Let's point out several of these:

- How to change your password
- Digital drop box – This is a storage area for documents that you are working on. Most of us at some time or other have been working on something but don't have a flash drive or disk to save it to. eCampus helps you by allowing you to save your document to the digital drop box. Then you can access it from any computer!
- File formats – You'll notice that there is a preferred format for submitting documents. SAVE AS "rtf" from any word processing program that you use. DO SAVE as wps (Works) or docx (Word 2007). Most instructors do not have access to these programs and they won't be able to open your documents.