

## Student Guide: First Time Using Marian Online?

Here are some instructions for accessing your course:

1. Click the link to Marian Online. It will open a browser. Marian Online is compatible with Internet Explorer and Firefox browsers.
2. On the right of the screen, you will see a **Login** box. Your username and password are your email username (jdoe) and password. Enter these in the box and click the **Login** button.



If you have any difficulties logging on, please contact the helpdesk at [helpdesk@marianuniversity.edu](mailto:helpdesk@marianuniversity.edu).

3. Once you login, you will see your course listed on the screen as shown below:



4. Click on the name of the course you are taking that you want to access in Marian Online. If you log in and do not see all of your courses, please understand that not all instructors use Marian Online and not all courses have components online. Sometimes instructors do not open their courses to students until after the first meeting. Your instructor is the only person who can answer these types of questions for you, so contact your instructor directly to find out when/if your course will appear in Marian Online. If you do not know your instructor's contact information, click [this link](#) to find it.
5. You should now be in your course. You will see the course materials appearing in the

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center of the screen. Click on any of the items such as the **Syllabus** to open the files and view the related materials. Once in an item, use the **Breadcrumb Links** in the upper left-hand corner of the screen to navigate back to the Course Home Page. See the picture below of where the **Breadcrumb Links** are:



For example, the Course Home Page is the name of the course. In the image above, it is **eThink 101**. To return to the Course Home Page you would click on the eThink101 link in the Breadcrumbs Link.

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### TROUBLESHOOTING:

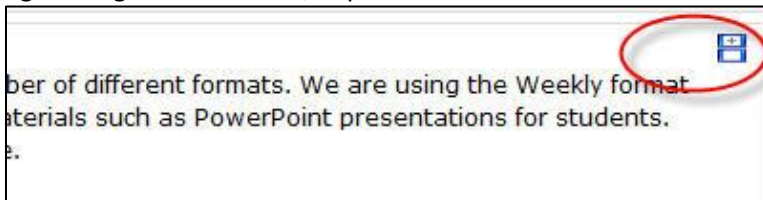
Here are a few frequently asked questions and answers that may be helpful to you:

#### 1. *Where have all of the weeks / topics gone?*

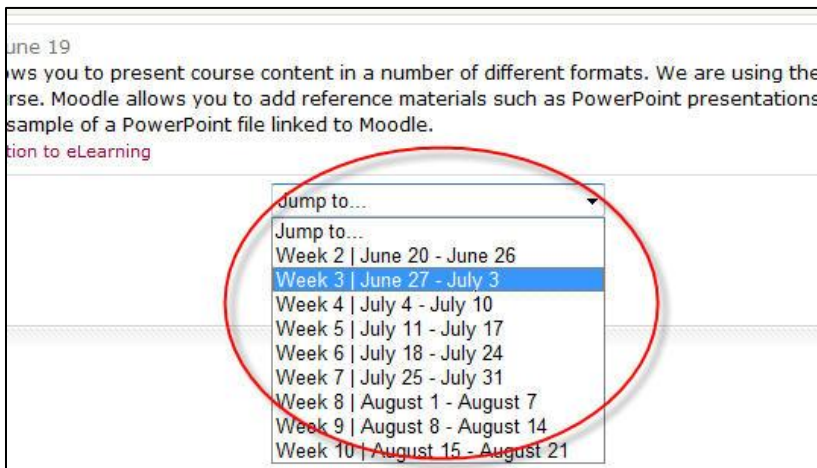
You have probably clicked on the hide icon.



To reveal all of the other weeks / topics you need to click on the icon which you will see in the right margin of the week / topic.



You can also use the dropdown box underneath the displayed week / topic to **jump** to a hidden section.



#### 2. *Why am I not getting any e-mails and others are?*

Emails from Marian Online automatically go to your Marian University email address. You are expected to check this account to receive correspondence from the University. If you need assistance accessing this email account, contact the HelpDesk at [helpdesk@marianuniversity.edu](mailto:helpdesk@marianuniversity.edu).

If you have any questions or problems, please contact your instructor.

Thanks and enjoy using Marian Online!