
A Quick Start Guide for Newly Accepted DNP Nursing Program Students

This step-by-step guide will help you get started with the necessary administrative components of starting the DNP Nursing Program at Chatham University. Here is what happens and what you can expect after you have been accepted:

1. You must secure enrollment in the Nursing Program by sending the required deposit as identified by the Admissions Office.
2. In a few weeks, after your deposit has been processed, the College for Continuing and Professional Studies (CCPS) sends you a welcome email. This email will contain the following information:
 - Program, Enrollment Status and Track (if applicable)
 - Student ID
 - Student Name
 - Start Date
 - Chatham Email Address
 - DNP Nursing Program Schedule Planner
 - Faculty Advisor and Contact Information (this information may come closer to the start of classes)
 - Chatham University Intranet (my.chatham) Log-In Information
 - Website Address for my.chatham is:
<http://my.chatham.edu>
 - User Name & Temporary Password

3. Go to <http://my.chatham.edu> and click on the *Password Self-Service link*: <https://myweb.chatham.edu:9251>. You will be asked to enroll with two security questions and a non-Chatham email address. After enrolling with the Password Self-Service portal, you must change your password. **Chatham passwords expire every year.*

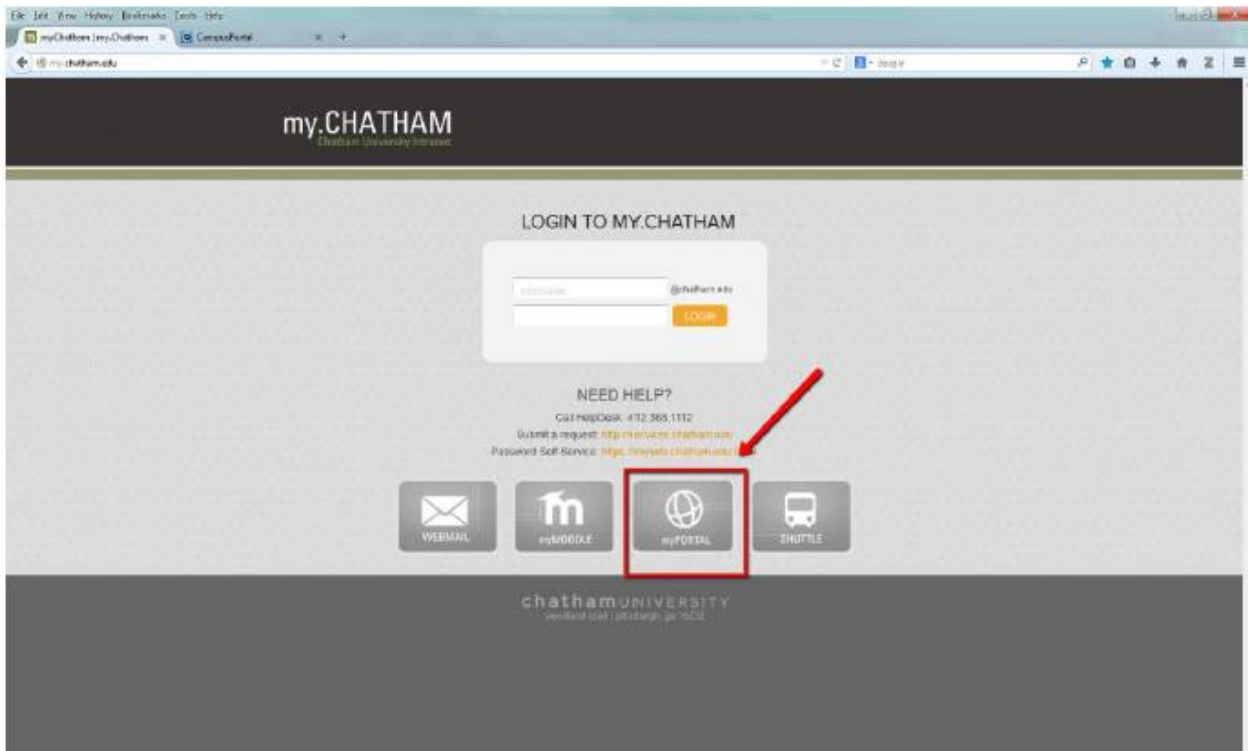


4. Then go to <http://my.chatham.edu> and login for your first time.
- Your Chatham email address is:
Firstname.Lastname@Chatham.edu
 - Your username for signing in to online services is everything before the "@" symbol (example: Firstname.Lastname).
 - Your temporary password will be the following: Cu##, birth month (in 2-digit format), birth date (in 2-digit format), and birth year (in 4-digit format). For example, Janice Smithton, born on July 4, 1987, would have a password of Cu##07041987. You will be able to change your password to something personal later.

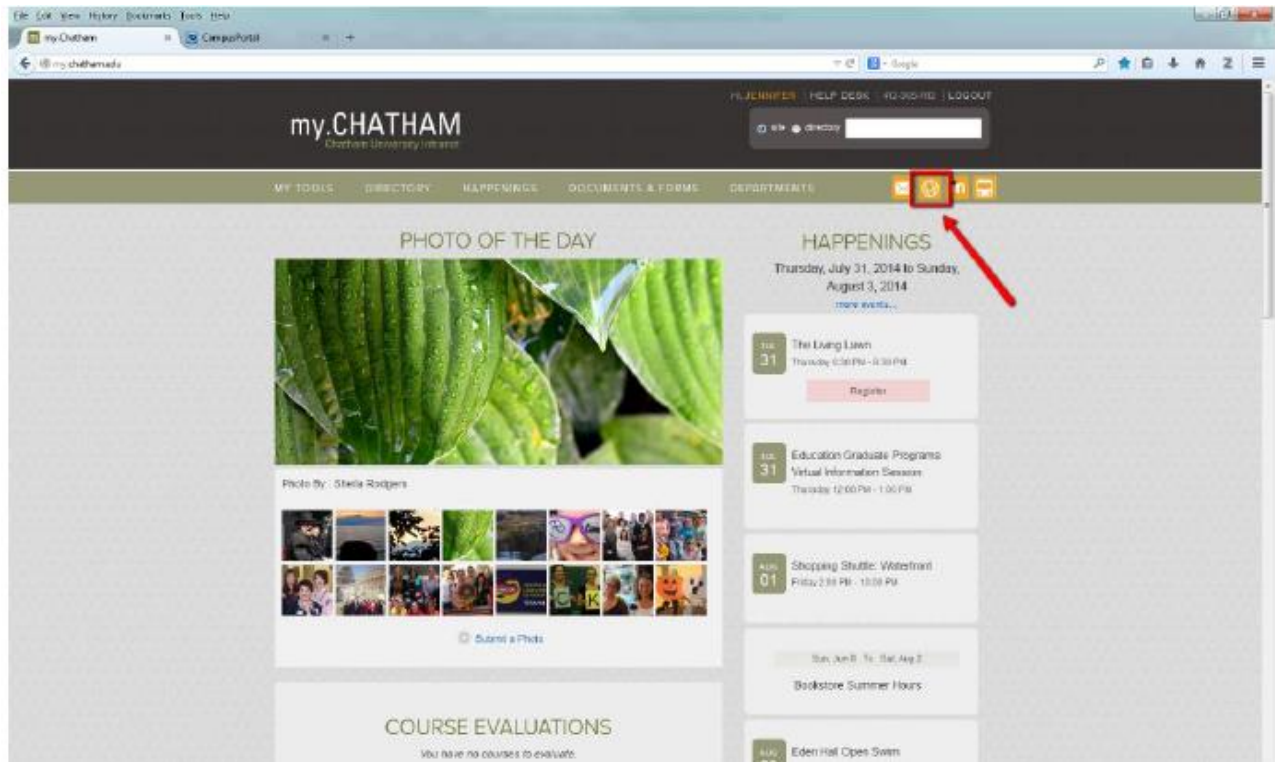


*** Please note: all future communication will be sent to your Chatham email address. ***

5. Now, register for courses by going to my.portal. (If you are using Google Chrome, use the Incognito mode to register for the courses or just use Internet Explorer. The my.portal will not work with Firefox and gets in consistent results with Safari). You will use the same user name and password that you just used to get into my.chatham. In addition to registering for your courses, you must self-enroll for the Nursing Student Site (NSS). The NSS includes important information and required documents. There are two ways you can get into my.portal. The first way is on the my.chatham.edu login page:



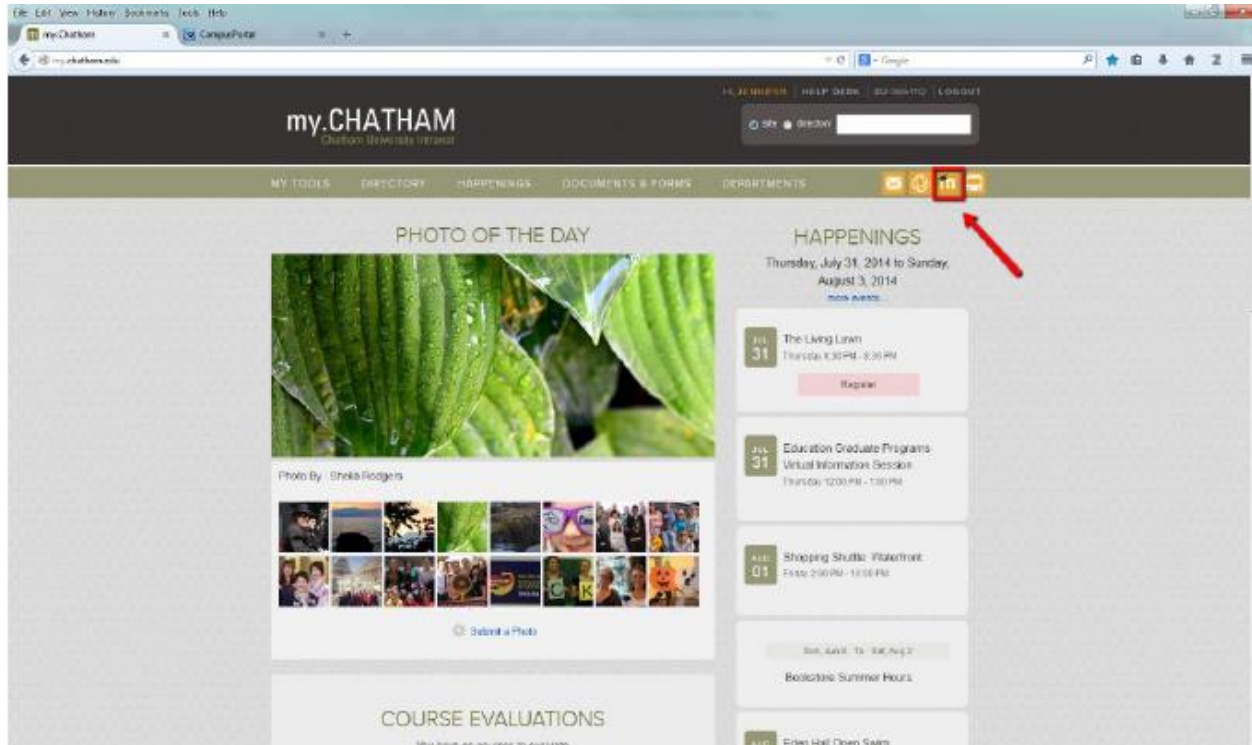
Or the second is after you have logged into my.chatham there is a button on the top, right hand corner of the screen:



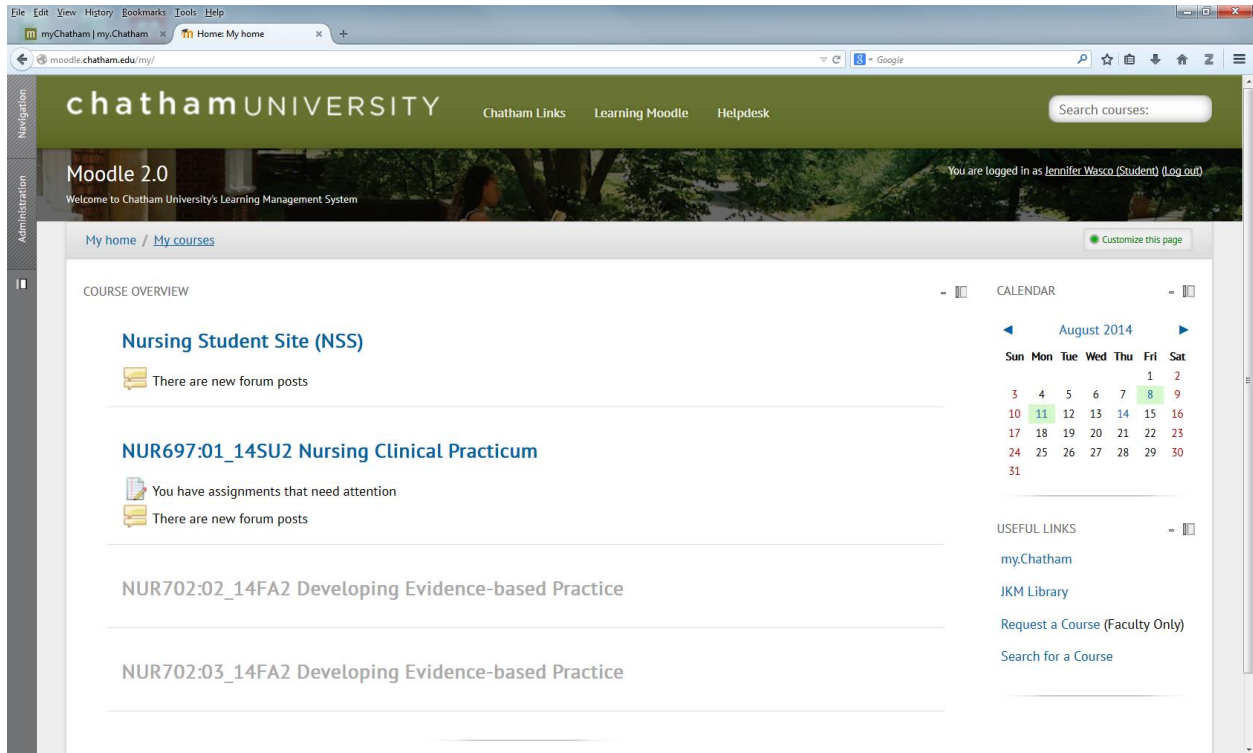
6. Next, log on to Moodle. Moodle is the learning management system where the courses and the NSS are housed. You will use the same user name and password that you logged onto my.chatham.edu with. You can get to Moodle two ways. The first way is on the my.chatham.edu login page:



Or the second way is after you have logged in to my.chatham.edu there is a button on the top, right hand corner of the screen:

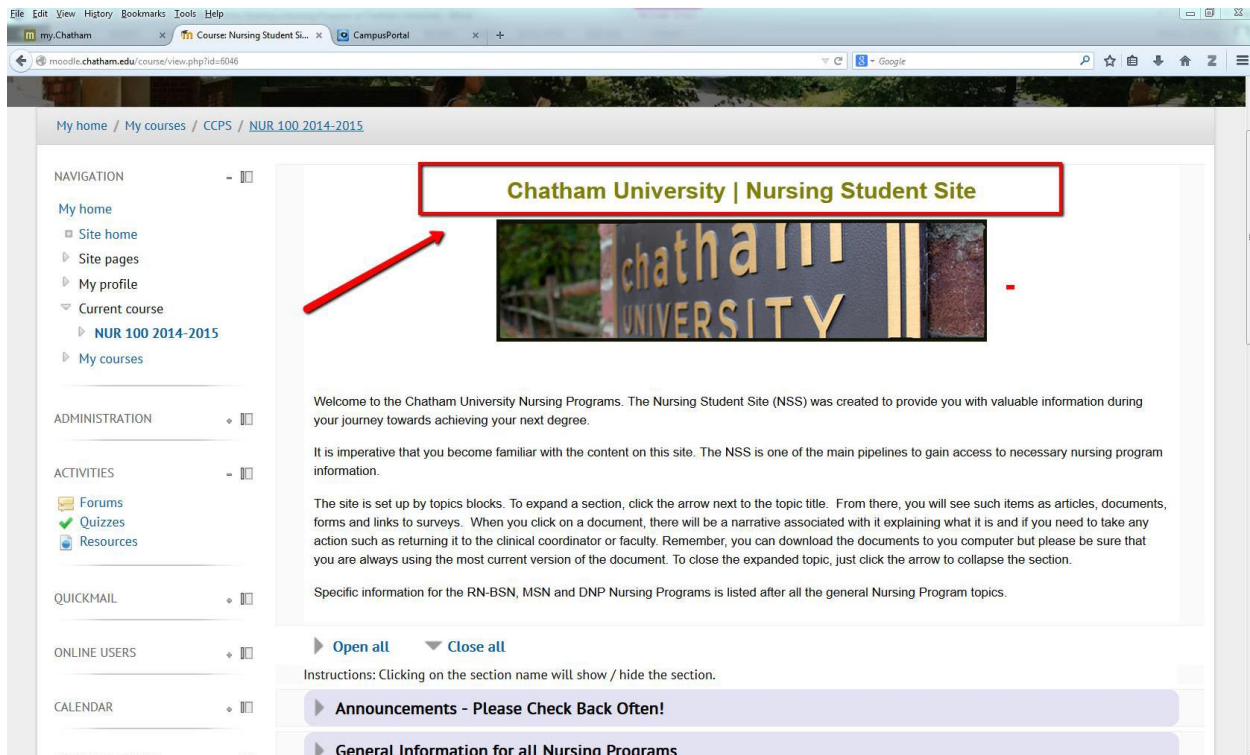


7. The view of your Moodle homepage will look something like this.
**Please note, everyone's view will be a bit different depending on your enrollment/courses.*



8. Once you get into Moodle, if you do not see the site/course labeled “Nursing Student Site” (NSS), please self-enroll into the site/course (there is not a charge for access to this resource). Find the “Search for a Course” button under the “Useful Links” section - click on this link. Type in “Nursing Student Site” and click go. Then, click on the site name to access the site/course. Click the Enroll Me button.

9. Review the Nursing Student Site (NSS) content. Once you click on the link, this is what the site looks like:



10. Approximately one month before the semester, you will receive a welcome message from the director of nursing programs that announces the release of the DNP program orientation. You must view this short video and message on the NSS.

11. Approximately a few days after you receive the director's welcome message, you will receive a welcome message from the clinical coordinator that announces the release of the clinical experience orientation. You must view this short video and message on the NSS.
12. The actual courses will "open" approximately one week prior to the beginning of the semester.

The Chatham University IT Help Desk is 412-365-1112 if you need additional assistance with IT concerns and questions.

Registration

How to Register On-Line

1. Open Internet Explorer. (If you have a pop-up blocker turned on, please turn it off. Pop-ups are required to access this software.)
2. Enter <http://myportal.chatham.edu>. You should login using your network username and password. (Contact the Helpdesk at 412-365-1112 if you have trouble accessing the system).

To obtain instructions on how to register for classes via the portal, please [click here](#).