

Desire2Learn for La Sierra University Students

This year La Sierra University is using Desire2Learn, an online course management system, for all your courses. Individual faculty will use D2L differently, but usually you will be able to access at least the syllabus for each of your courses in D2L. Many faculty post additional course materials as well as grades.

Step 1: Set Up LSU Email

1. Go to the **LSU home page** and click on **Login** (above the pictures). Or go directly to this site:

https://onlinedb1.lasierra.edu/pls/live/twbkwbis.P_WWWLogin

2. Fill in the info as directed below:

- a. Enter your 6-digit **LSU ID number**.
- b. Enter your PIN which is your birth date in six digits, i.e., 103056. If you have used this service before, use the PIN you have already set up.
- c. Once inside you will be asked change your **Self-service Banner PIN** (6 digit number) and to set up a question for you to answer in case you ever forget your new PIN. Should you forget your PIN just click on **Forgot PIN?**, answer the question, and then you will be given access to your account. Follow the directions given and make sure that you can remember the answer to the question.

PLEASE NOTE: Call Records (951.785.2006) to reset your LSU PIN for Self Service, *after* making three login attempts without success.

3. Click on **LSU Email**.

4. Click on **Set Password**.

5. Read the **LSU Email Conditions and Terms**, then click on **Accept**.

6. Read the LSU email guidelines and develop your new password.

7. Enter your new password twice to ensure accuracy. This is your new LSU email address and password that you will also use to access Desire2Learn. Write them down and keep them in a safe place!

Step 2: Set Up LSU Email Forwarding

It is important to set up forwarding for your new LSU email address unless you will commit to checking it daily. All university communications will be sent to this address including course emails from D2L. However, by forwarding your LSU email to your regular email address you will not have to check your LSU email (of course, you can if you want to!). Please follow these directions, if you want to set up mail forwarding:

1. Go to the **LSU Webmail**.
<https://webmail.lasierra.edu/>
2. Click on **Student Webmail Login**.
3. Fill in the **LSU Webmail Login** info with your new LSU email username (everything to the left of @, i.e., megg911) and password. Click **Login**.
4. Click on **Options**.
5. Click on **Set/Unset Mail Forwarding**.
6. Fill in the email address that you want your LSU email to be forwarded to. Then fill in your LSU email password. Read it over carefully to make sure it is accurate, and then click **Submit**.
7. Check the confirmation message to make sure everything is correct. LSU is not responsible for email once it leaves the LSU server. If you enter an incorrect email address, you will not receive important LSU email.

Step 3: Login to LSU D2L

Now that you have activated your LSU email account, set up mail forwarding (if desired), you are now ready to get into Desire2Learn where your courses are located.

1. Go to the La Sierra University home page and click on **eLearning** (just below **Quick Links**):
 - Type your La Sierra University email username (i.e., megg254 - not your full email address).
 - Type your La Sierra University email password. Remember, if you ever want to change your LSU email password, you must do it in **LSU Self-serve Banner** and not in D2L.

Help for La Sierra University's Desire2Learn

Here are some additional resources to help you get started:

Learn how to use D2L features:

University of Arizona

<http://help.d2l.arizona.edu/forstudents.htm>

Still need help?

- Contact LSU D2L Helpdesk <d2lhelp@lasierra.edu>
- Call Chris Welker: 951.785.2239
- Go to the MICOL Lab. All of the lab workers are trained to help you.