Dear Online Course Student:

Welcome to Professional and Continuing Education at the University of San Diego! We are delighted that you have enrolled in an upcoming online fixed-date course. Please check your student account for the course number and start date. The course is taught in a Learning Management System called Blackboard, you will have access to this course within Blackboard 48 hours prior to the start date.

In preparing for your course, 1) we encourage you to make sure you have purchased and/or have access to any text requirements listed, when applicable; and 2) we encourage you to log in to Blackboard and participate in the student orientation module, which is available to you now. The orientation module is designed to help you learn how to navigate through the course and become familiar with the online learning environment. You will have access to the orientation module throughout your course if you need to refer to it at any time. **Please allow 2 hours after you have enrolled in the course, or have updated your user name and/or password on the website to access Blackboard.

Instructions on how to access your course in Blackboard (Please use **Firefox** or **Chrome** as your browser):
- Go to https://ole.sandiego.edu
- Type in the username (include USD- in your username) and password you created when you registered for the course
- Look for the "My Courses" box
- Click on the course title

If you experience any difficulty accessing your course please contact our Student Support Center at (619)260-4585 or by email during business hours at continuinged@sandiego.edu

Thank you,

University of San Diego
DIVISION OF PROFESSIONAL AND CONTINUING EDUCATION
Programs for Educators

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Professional and Continuing Education
University of San Diego