

**Student**

**Orientation**

De Vry University Houston Campus

## 1) DeVry Houston Home Page <http://hou.devry.edu>

Have questions? Find out whom to call using the campus directory.

**Houston Community Links**

- Student Services
- Academics
- Campus Info
- Financial Info
- Admissions
- Career Services
- Community Outreach

**Your Tools**

- Student Email Access
- Campus Directory
- Library
- Log In to MyDeVry Portal
- Log In to eCollege

**MyDeVry go!**  
Student Portal  
Students view important announcements, current schedule, class info & more!

**Request info about DeVry GO!**

**Looking for a master's degree?**  
**CLICK**

**DeVry PASSPORT2COLLEGE program**

**For Educators: a brief**

**DeVry University**  
**HOUSTON Campus Community**

[Apply Online](#) [Information Request](#) [Employment Opportunities](#) [Contact Us](#)

Friday, November 23, 2007

**DeVry Houston Campus Community Web Site**

This web site has been created specifically for our students, faculty and staff members. DeVry Houston offers a number of valuable student and career services, including access to extensive library resources. Explore this site to learn more about services offered at DeVry Houston; then check again soon to see what's new and what's coming!

For details about DeVry Houston's program offerings as well as admissions and financial information visit the [DeVry Houston main web site](#).

**For the latest school emergency, school closing or inclement weather notification messages, please call the Houston Campus Information Line at 713-973-3114. Please be aware that this is an information only recording.**

**Campus Community News**

- Open House Events
- Important Graduate Information
- Guide to scheduling courses through OSS
- Student Self Service application (PDF file 2.50 MB)
- Quick Reference Guide for my.devry.edu Student Portal (PDF file 132 KB)
- Quick Reference Guide for Student Self Service (PDF file 140 KB)
- Student Software available

## 2) My DeVry Portal Link

Have questions? Find out whom to call using the campus directory.

**Houston Community Links**

- Student Services
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**Your Tools**

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**Looking for a master's degree?**  
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**For Educators: a brief**

**DeVry University HOUSTON Campus Community**

Apply Online Information Request Employment Opportunities Contact Us

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- Quick Reference Guide for Student Self Service (PDF file 140 KB)
- Student Software available

Go to <http://my.devry.edu> or you can click on the link on the home page, now enter your D number and your password – The default password is your four, digit year and two digit month of birth.

**DeVry University**

Welcome to MyDeVry

WELCOME TO THE DEVRY UNIVERSITY INTRANET

Chamberlain students [click here](#)

**CHAMBERLAIN**  
College of Nursing

Username:

Password:

Forget your password? [Click here.](#)

**NOTICE:** Access to the requested electronic information and sites is restricted to authorized personnel and such information is made available only for legitimate business purposes. Information regarding employees and students is to be held in strictest confidence and its use and disclosure is protected by law and corporate policy. Misuse or wrongful disclosure of such information will subject offending employees and students to discipline up to and including discharge of an employee or expulsion of a student. Any misuse or wrongful disclosure should be reported immediately to the Legal Department in Oakbrook Terrace.

**SYSTEM ANNOUNCEMENTS:**  
THE SYSTEM will be  
**Available 24/7**  
(EXCEPTION: Unavailable Sundays - 3 a.m. TO 6 a.m.CST)  
There may be times THE SYSTEM will be unavailable FOR maintenance purposes.

**This is your Main menu: Select the area you want to go into.**

DeVry University MyDeVry Student Portal Welcome

| Home | Logout

MY CLASSES STUDENT RESOURCES "HOW TO" CENTER LOCATIONS HELP/CONTACT

Search Student Portal

Search

My Tools

- Emergency Contact Info
- My Student Email
- My Financial Aid
- My Degree Requirements
- Register for My Classes
- View My Schedule
- Change My Schedule
- View & Pay My Bill
- View My Grades
- Update My Contact Info
- Go to Class

Student Tools

- Online Bookstore
- Get Help
- Undergraduate Calendar
- Graduate Calendar
- Online Library
- Student Insurance
- Student Software
- Skill Soft

My Favorites Customize

Announcements

Welcome!  
DeVry University is pleased to announce the newly redesigned...  
Page: [Announcements](#)

View & Pay My Bill  
Access to the View & Pay My Bill link for new students is not available until the 4th week...  
Page: [Announcements](#)

**SIREN**

SIREN is DeVry's emergency alert system powered by Honeywell Instant Alert® Plus.

SIREN is the same type of communication alert system that is used by many school districts and universities around the country.

**Let's click on the My Financial Aid link. You will be able to access all your Financial Aid information from this link. Remember you need to check this on a regular basis to see if you need to file any additional papers.**

## This is the Welcome screen into your Financial Aid.

You are currently logged in as: **Current Award Year:** 2007/2008 [About](#) [Logout](#) [Help](#)

**DeVry University**

### My Financial Aid

[Home](#) [Your Awards](#) [Your Documents](#) [Messages](#) [Your Loan History](#) [Forms](#)

#### Welcome

Thank you for applying for financial assistance at DeVry University. Once we receive your outstanding documents, our staff reviews your file and determines the amount of student aid you are eligible to receive (according to Federal and state guidelines).

Your financial aid awards are credited to your account each term and are automatically deducted from your institutional charges such as tuition. In general, if the amount of financial aid awards exceeds your semester bill, we will issue you a check for the excess amount. For your convenience, we can also credit outstanding charges from prior terms with these funds with your written approval. Please contact Student Finance for more details.

**2007/2008**

Welcome to DeVry University's My Financial Aid System. Within this system you can:

- Complete our institutional financial aid application online
- View a list of documents we've received from you and a list of the documents still outstanding
- View your financial aid awards
- View messages that are specifically created for you - **Including your monthly EDUCARD payment amount**
- View your student loan history

Please monitor your financial aid status by reviewing Your Documents and Your Awards pages regularly. If you need assistance, please contact Student Finance at <http://help.devry.edu> or 866-533-3879. **Documents may be submitted by toll-free fax to 877-45-DeVry (33879).**

If you have not yet started the financial aid application process, you

**Your Awards**

We are pleased to provide you with the financial assistance listed below.

Award Name	Award Amount
Federal Pell Grant	\$4,310.00
Federal Subsidized Stafford Loan	\$1,750.00

[Get More Detailed Award Information](#)

**Your Documents**

Document	Status	Status Date
PLUS Loan Denial	Received	7/14/2007
EDUCARD Plan Agreement (O)	Received	2/15/2005
Information and Authorization	Received	2/15/2005

[Get More Documents](#)

**Messages**

Message

**Messages**

Message

Please note that your personalized financial plan includes a Federal Parent PLUS Loan Estimate. Having a parent apply for this loan for the specified amount shown will help ensure your total financial aid will cover your tuition, fees and book expenses and will help eliminate a monthly payment to your EDUCARD account. Your EDUCARD monthly payment without this PLUS loan will be \$25. Please have a parent visit [http://finance.devry.edu/loan\\_comparison\\_charts.html](http://finance.devry.edu/loan_comparison_charts.html) to view Federal PLUS loan comparison charts and select a lender that best meets your needs. Online applications for PLUS loans are available to help expedite the process. If your parent is unable to borrow a Parent PLUS loan, you need assistance with this process, or would like to speak to a Financial Aid Advisor you can call 1-866-533-3879. Our staff will be able to explain all available options for financing your education.

\*\*\*Your financial aid awards result in an EDUCARD payment of \$25 per month. This monthly amount may be lowered through application and approval of a private loan or parent PLUS Loan.

[Get More Messages](#)

can begin by completing the [Free Application for Federal Student Aid \(FAFSA\)](#) online. Enter our school code, **010727**, on your application and we will automatically receive a copy. You will receive an email notice to return to this site once your financial aid has been processed. Please also watch for other email notices informing you if additional documents are required to complete the financial aid process.

**Forms**

[DeVry University EDUCARD Agreement \(Non-WI Residents\)](#) DeVry University EDUCARD Agreement (Non-WI Residents)

[DeVry University EDUCARD Agreement - WI Residents](#) DeVry University EDUCARD Agreement (Wisconsin Residents)

[FERPA Information Release Form](#) Authorization for Release of Student Finance Information

[Get More Forms](#)

## On this screen, are your Awards for Financial Aid.

You are currently logged in as: Current Award Year: 2007/2008 [About](#) [Logout](#) [Help](#)



## My Financial Aid

[Home](#) | [Your Awards](#) | [Your Documents](#) | [Messages](#) | [Your Loan History](#) | [Forms](#)

### Awards

We have completed our review of your financial aid application and are pleased to offer you the following sources of assistance for this academic year.

*When reviewing the Budget Categories and Amounts, please keep in mind that we use average national figures. Only you can best determine your expenses for the year. For instance, if you live with your parents or a roommate, then your actual costs for a number of these categories will vary greatly from these figures. **Please note that the only budget categories DeVry will actually bill you for are TUITION and any BOOKS & SUPPLIES charged to your EDUCARD account. If you participate in DeVry-sponsored housing, then you will also be billed by DeVry for those charges.***

**Please note that if you require additional financial assistance, other forms of aid may be available, so please contact us toll free at 866-533-3879, or stop by your local DeVry Student Finance Office.**

Budget Category	Amount	Resources	Amount
Books & Supplies	\$1,950.00	Parental Contribution	\$0.00
Online Access	\$690.00	Student Contribution	\$0.00
Personal Expenses	\$4,728.00	Veteran Benefit	\$0.00
Room & Board	\$3,543.00		
Technology Supplies	\$420.00		
Transportation	\$2,895.00		
Tuition and Fees	\$20,160.00		
<b>Total Budget</b>	<b>\$34,386.00</b>	<b>Total Resources</b>	<b>\$0.00</b>
		<b>Financial Need</b>	<b>\$34,386.00</b>

We have completed our review of your financial aid file and are pleased to offer you the following financial aid package for this award year.

Fund	Amount	Message
July		
Federal Pell Grant	\$2,155.00	
Federal Work Study	\$2,720.00	
Federal Subsidized Stafford Loan	\$1,750.00	

**This screen is very important it shows what forms have been received or that are missing or pending. You can also download forms from here.**

You are currently logged in as: | Current Award Year: 2007/2008 About Logout Help



## My Financial Aid

Home
Your Awards
Your Documents
Messages
Your Loan History
Forms

### Documents

Below is a list of documents that are required to complete the processing of your financial aid application. Any documents marked as Incomplete, Not Received, or Not Signed, must be submitted to DeVry as soon as possible. Documents can be found in our [Forms Library](#) and can be submitted to our toll-free fax at 877-45-DeVry (33879). Please include your DSI# on all faxed pages.

If you have recently faxed documentation to us, please be aware that it takes 24-48 hours to process your document in the system.

Document	Status	Status Date
Institutional Student Information Record	Received	4/17/2007
Information and Authorization	Received	2/15/2005
EDUCARD Plan Agreement (O)	Received	2/15/2005
PLUS Loan Denial	Received	7/14/2007
DeVry Tuition Reduction Request Form	Received	7/14/2007

[Download Forms Here](#)

**This screen shows any messages that you have concerning Financial Aid.**

You are currently logged in as: **BRANDON YOUNG** | Current Award Year: 2007/2008

[About](#) | [Logout](#) | [Help](#)



## My Financial Aid

Home | 
 Your Awards | 
 Your Documents | 
 Messages | 
 Your Loan History | 
 Forms

### Messages

The messages listed below provide additional information regarding the assistance you have been awarded, and some messages may require additional action on your part. Please review them carefully.

**Your monthly Educard payment to DeVry is also listed below.**

**If you require additional financial assistance, please contact Student Finance toll free at 866-533-3879, or stop by your local DeVry Student Finance Office.**

**Message**

Please note that your personalized financial plan includes a Federal Parent PLUS Loan Estimate. Having a parent apply for this loan for the specified amount shown will help ensure your total financial aid will cover your tuition, fees and book expenses and will help eliminate a monthly payment to your EDUCARD account. Your EDUCARD monthly payment without this PLUS loan will be \$25. Please have a parent visit [http://finance.devry.edu/loan\\_comparison\\_charts.html](http://finance.devry.edu/loan_comparison_charts.html) to view Federal PLUS loan comparison charts and select a lender that best meets your needs. Online applications for PLUS loans are available to help expedite the process. If your parent is unable to borrow a Parent PLUS loan, you need assistance with this process, or would like to speak to a Financial Aid Advisor you can call 1-866-533-3879. Our staff will be able to explain all available options for financing your education.

\*\*\*Your financial aid awards result in an EDUCARD payment of \$25 per month. This monthly amount may be lowered through application and approval of a private loan or parent PLUS Loan.

Your awards are based on a full-time enrollment status. If you enroll less than full-time your financial aid eligibility may decrease.

Effective Summer, 2007, your EDUCARD monthly payment will be \$25. This monthly amount may be lowered through application and approval of a private loan or parent PLUS Loan.

Effective Fall, 2007 your EDUCARD monthly payment will be \$25. This monthly amount may be lowered through application and approval of a private loan or parent PLUS Loan.

Effective Spring, 2008, your EDUCARD monthly payment will be \$25. This monthly amount may be lowered through application and approval of a private loan or parent PLUS Loan.

## This page shows your Loan History.

You are currently logged in as: **BRANDON YOUNG** | Current Award Year: 2007/2008



## My Financial Aid

[Home](#) | [Your Awards](#) | [Your Documents](#) | [Messages](#) | [Your Loan History](#) | [Forms](#)

### Loan History

Provided below is your cumulative student loan history as of the date you submitted your most recent FAFSA application. Loans you received after this point may not appear below.

For more information you may access the [National Student Loan Data System \(NSLDS\)](#). This system will display your up-to-date lifetime loan history, regardless of where you attended school.

National Student Data System				
Loan Type	Outstanding Balance	Pending Disbursement	Total Reported	Actual
FFELP/Direct Subsidized	\$9,625.00	\$1,750.00	\$11,375.00	\$11,375.00
FFELP/Direct Unsubsidized	\$8,000.00	\$0.00	\$8,000.00	\$8,000.00
FFELP/Direct Combined	\$17,625.00	\$1,750.00	\$19,375.00	\$19,375.00
FFELP/Direct Consolidated	\$0.00	\$0.00	\$0.00	\$0.00

Powered by [The College Entrance Examination Board](#), **PowerFAIDS**  
Net Partner Version 2.0

**This page shows various forms that you may need to complete.**

You are currently logged in as:
Current Award Year: 2007/2008



## My Financial Aid

Home
Your Awards
Your Documents
Messages
Your Loan History
Forms

### Forms

There are standard documents that may be needed to complete your application -- please refer to the "Your Documents" tab to see if you are required to complete any of these forms.

If you haven't submitted all of the documents that are required, you may also need to access our [Forms Library](#).

**Documents may be submitted by toll-free fax to 877-45-DeVry (33879).**

Forms	
<a href="#">DeVry University Educard Agreement</a>	DeVry University EDUCARD Agreement (Non-WI Residents)
<a href="#">DeVry University Educard Agreement - WI</a>	DeVry University EDUCARD Agreement (Wisconsin Residents)
<a href="#">Federal Verification Wkst- INDEPENDENT STUDENT</a>	06-07 Federal Verification Worksheet - Independent Students
<a href="#">Federal Verification Wkst-DEPENDENT STUDENT</a>	06-07 Federal Verification Worksheet - Dependent Students
<a href="#">FERPA Information Release Form</a>	Authorization for Release of Student Finance Information
<a href="#">Your Federal Aid Authorizations</a>	Options for the Online Application in My Financial Aid


Version 2.0

Ok now let's take a look next at the – View My Grades section.  
Click on the View My Grades Link

The screenshot shows the MyDeVry Student Portal interface. At the top left is the DeVry University logo. The main header reads "MyDeVry Student Portal" with a "Welcome" message. A navigation bar includes links for "MY CLASSES", "STUDENT RESOURCES", "HOW TO CENTER", "LOCATIONS", and "HELP/CONTACT". On the left side, there is a "Search Student Portal" box and two tool lists: "My Tools" and "Student Tools". The "My Tools" list includes "View My Grades". A red arrow points from the text above to this link. Below the tool lists is a "My Favorites" section with a "Customize" button. The main content area features a photo of students, an "Announcements" section with a welcome message and a "View & Pay My Bill" link, and a "SIREN" emergency alert system logo and description.

**Your Grades will be listed by Semester you will need to click on the Semester you desire to look at.**

[Home](#)

## Grade Card

Welcome

Please select a term by clicking on it

**Available Grade Cards**

- [Spring 05 Semester](#)
- [Summer 05 Semester](#)
- [Fall 05 Semester](#)
- [Spring 06 Semester](#)
- [Summer 06 Semester](#)
- [Fall 06 Semester](#)
- [Spring 07 Semester](#)
- [Summer 07 Semester](#)
- [Fall 07 Semester](#)

**You will see the classes and the grades for the semester you select.**

**DeVry University**  
 DeVry University  
 11125 Equity Drive  
 Houston, TX 77041-8217  
 Ph: 866-703-3879

**Student Name:**  
**Student Number:**  
**Date Printed:** November 23, 2007  
**Issued to:**

**ENROLLMENT AND GRADES**

Course No	Course Title	Grade	Credit Hours
Summer 07 Semester July 9, 2007 - October 28, 2007			
ACCT301	Essentials in Accounting	W	4.00
CIS246	Connectivity with Lab	C	4.00
ENGL227	Professional Writing	C	4.00
MATH221	Statistics for Decision Making	D	4.00

GPA Hrs: 16.00 GPA: 1.67

If you select the current Term you it will show in Progress.

  
DeVry University  
11125 Equity Drive  
Houston, TX 77041-8217  
Ph: 866-703-3879

**Student Name:**  
**Student Number:**  
**Date Printed:** November 23, 2007  
**Issued to:**

**ENROLLMENT AND GRADES**

Course No	Course Title	Grade	Credit Hours
Fall 07 Semester October 29, 2007 - March 2, 2008			
ACCT301	Essentials in Accounting	In Progress	4.00
CIS339	Object-Oriented Analysis and Design	In Progress	3.00
CIS355A	Business Application Programming with Lab - Using JAVA	In Progress	4.00
SCI228	Nutrition, Health and Wellness with Lab	In Progress	4.00

GPA Hrs: 15.00 GPA: 0.00



**Let's now click on the Degree Navigator Link to access your degree plan**

DeVry University MyDeVry Student Portal Welcome

Home | Logout

MY CLASSES STUDENT RESOURCES "HOW TO" CENTER LOCATIONS HELP/CONTACT

Search Student Portal

My Tools

- Emergency Contact Info
- My Student Email
- My Financial Aid
- My Degree Requirements
- Register for My Classes
- View My Schedule
- Change My Schedule
- View & Pay My Bill
- View My Grades
- Update My Contact Info
- Go to Class

Student Tools

- Online Bookstore
- Get Help
- Undergraduate Calendar
- Graduate Calendar
- Online Library
- Student Insurance
- Student Software
- SkillPort

Announcements

**Microsoft Office 2007**  
Matriculating DeVry and Keller students may now order Office Enterprise 2007...  
Page: [Announcements](#)

**Keller and DeVry**  
Processing of disbursements and refunds has begun for students who have met all requirements needed for aid to post to your student account...  
Page: [Announcements](#)

**View & Pay My Bill**  
Access to the View & Pay My Bill link for new students is not available until the 4th week...  
Page: [Announcements](#)

**SIREN**

**Degree Navigator User's Guide** Contents

> **WHAT IS DEGREE NAVIGATOR?** [Printer-Ready Format](#)

[Updated April 7, 04]

**Degree Navigator® (DN)** is the fastest, most powerful and flexible **degree audit** and **academic advising** system available today. It is web-based, secure and accessible around the clock—all you need is a web browser and an internet connection.

Here's what DN can do for you:

- View your **academic profile**
  - Program and degree(s) **requirements**
  - Course **transcript**
- Generate real-time **degree and program audits**
- Explore **What if...?** scenarios
  - What if I take this course?** Select courses and see their effect on your degree audit.
  - What if I change degrees?** Browse your institution's degree offerings and run an audit on any degree.
- Visualize degree maps, course maps** and audits using a unique interface
- Search courses, departments and degrees** by keyword
  - Find courses and degrees
  - View course descriptions and their prerequisites, corequisites, equivalencies and exclusions
  - View all degree programs and requirements
- Review academic advisor **notes**

### You have a drop down menu to choose from

Address: http://degreenavigator.decisionacademic.com/DeVryDN4/index.asp

DeVry University

SEARCH | PROFILE | NOTES | HELP

PROGRAM REQUIREMENTS, 10/26/2006

Degree Description: Degree Description [v] Visualize Degree

Kevin Arizpe

Student ID: \_\_\_\_\_

Registered in: Electronics Engineering Technology - Spring 2005 (Spring 05)

Report for degree: Electronics Engineering Technology - Spring 2005 (Spring 05)

Version: Spring 05 [v] [Apply]

Credits: 153

Requirements

Requirement V1: - Types : Communications Skills

A total of 15 credits from { ENGL216; ENGL219; ENGL227; ENGL230; SPCH275; SPCH277; SPCH279; SPCH282; ENGL112; ENGL220H; ENGL135 }

- with at least 4 credits from { ENGL216; ENGL219; ENGL227 }
- and at least 3 credits from { ENGL230; SPCH275; SPCH277; SPCH279; SPCH282 }
- and at least 4 credits from { ENGL112; ENGL220H }

Electronics Engineering Technology - Spring 2005(BET)

Course List

### A course List View

DeVry University

SEARCH | PROFILE | NOTES | HELP

COURSE LIST

Student ID: \_\_\_\_\_

Courses Completed

Term	Course	Credits	Grade	Special
Fall 07	ACCT201	4	current	
	CIS335	3	current	
	CIS355A	4	current	
	SPCH28	4	current	
Sum 07	ACCT201	4		
	CIS335	4	DU	
	ENGL112	4		
	MATH222	4	DU	
Spring 07	ECON111	3	DU	
	ENGL135	4	DU	
	ENGL135	4		
	MATH111	4	DU	
Fall 06	CIS405	4		
	CIS410	4		
	MATH111	4	DU	
	MGMT340	4		
Sum 06				

Computer Information Systems - Spring 2005 (BCIS)

Course List

### A Degree Description with Course Status View.

DeVry University Logout

SEARCH | PROFILE | NOTES | HELP

DEGREE DESCRIPTION WITH COURSE STATUS, 11/23/2007

**Degree Description with Course Status** | Audit - Degree Description with Course Status | Visualize Degree

Student ID:  
Registered In:  
Applicable Program Version: Computer Information Systems - Spring 2005 (Spring 05) Student Registration Term Spring 05  
Report for program: Computer Information Systems - Spring 2005 (Spring 05)  
Completed Credits: 100 of 132 | Completed Requirements: 7 of 12

Version: Spring 05 | Apply

✓ Indicates course has been fulfilled  
● Indicates course is current  
● Indicates course is in the course plan

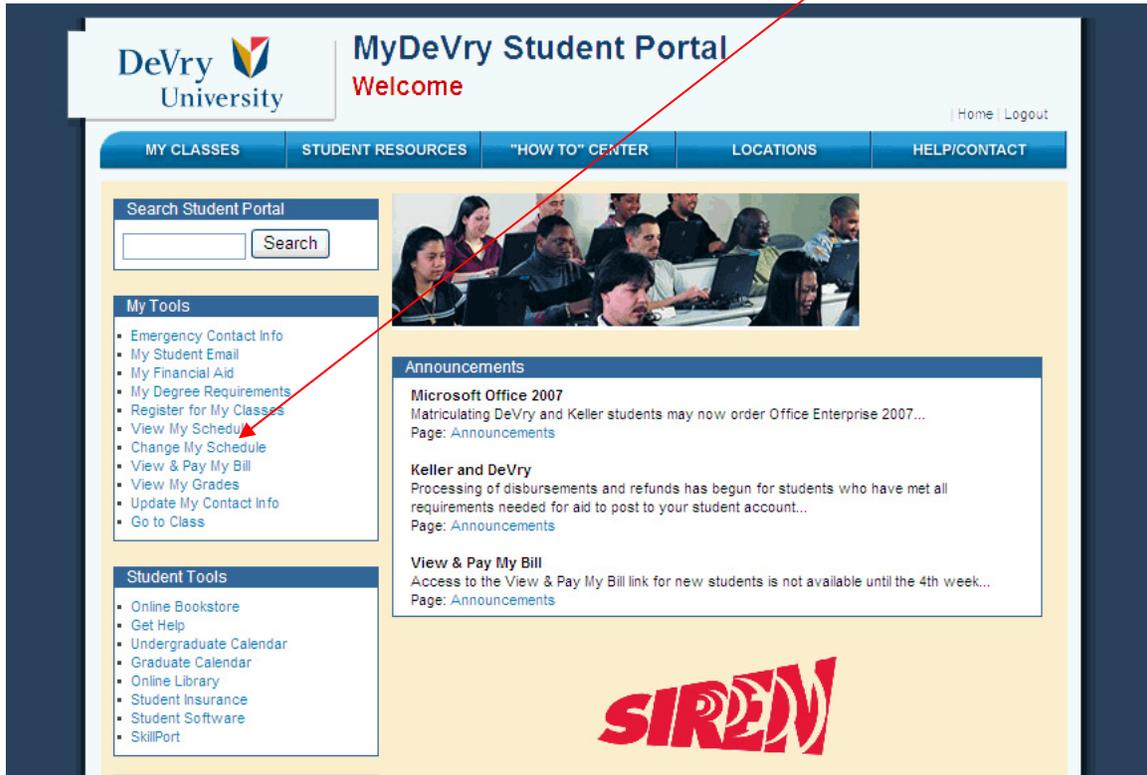
**Requirements**

Requirement VI1: - Types: Communication Skills

A total of 15 credits from { ENGL230; SPCH275✓; SPCH277; SPCH279; SPCH282; ENGL216; ENGL219; ENGL227✓; ENGL112✓; ENGL220H; ENGL135✓ }

- with at least 3 credits from { ENGL230; SPCH275✓; SPCH277; SPCH279; SPCH282 }
- and at least 4 credits from { ENGL216; ENGL219; ENGL227✓ }
- and at least 4 credits from { ENGL112✓; ENGL220H }
- and at least 4 credits from { ENGL135✓ }

**Let's now click on the View My schedule Link to access your Schedule**

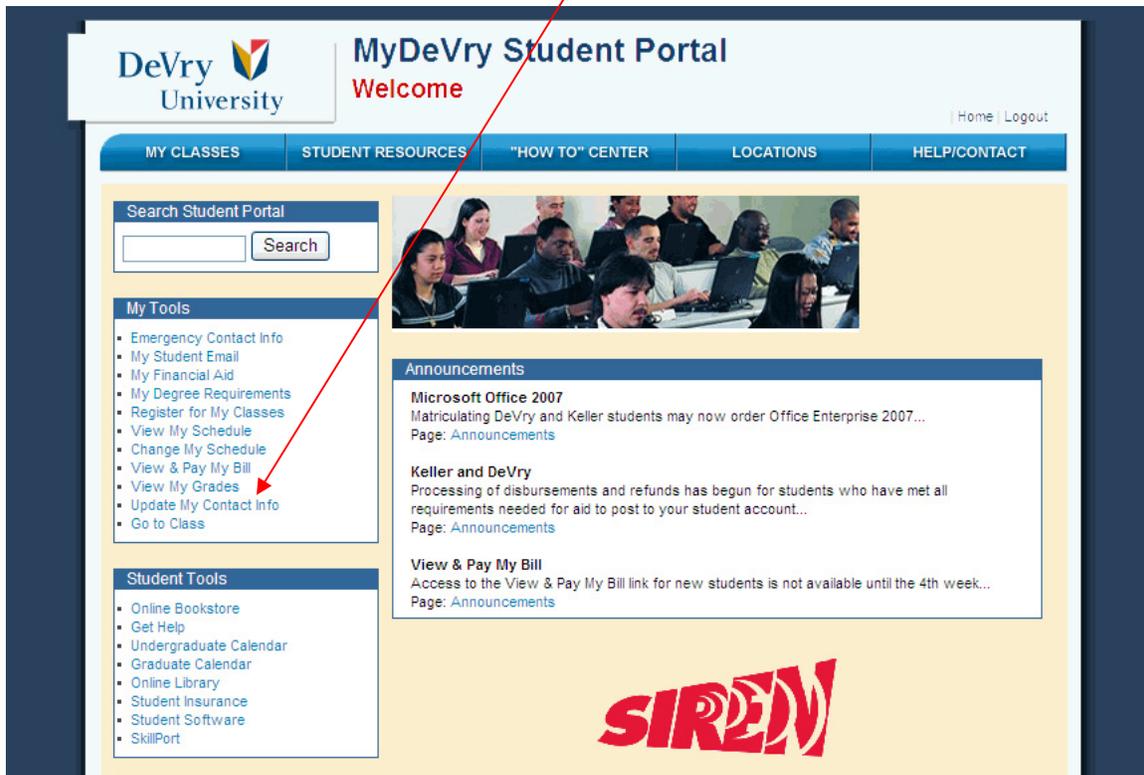


**Click on the Term that you want to see.**

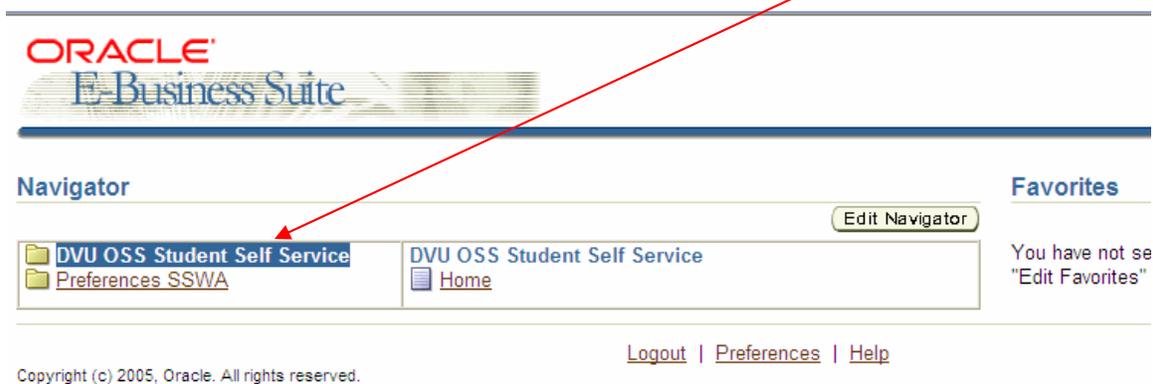




Ok let's now click on the Update My Contact Info link:



Now we need to click on the DVU OSS Student Self Service Link



Now you need to click on the My Profile Tab:

**ORACLE Student System** Home Logout Preferences Help

Home Enrollment Academics Finance Admission **My Profile**

Welcome

**Enrollment Links**  
[Browse Class Sections](#)  
[Schedule Fall 07 Semester - BACHELOR - Enrollment Now Open](#)

**Notifications**  
**Week at a Glance: 18-Nov-2007 to 24-Nov-2007**  
 View This Week

Unit Section	Title/Link	Location	Meeting Information
CIS339/CMP_E	Object-Oriented Analysis and Design	Houston, TX/Campus	MW 6:00 PM - 9:50 PM Building: Houston, TX/Campus Room: Room 1140 29-Oct-2007 - 23-Dec-2007
ACCT301/ACC_K	Essentials in Accounting	Houston, TX/Campus	Tu 6:00 PM - 9:50 PM Building: Houston, TX/Campus Room: Room 2500 29-Oct-2007 - 23-Dec-2007

**My Status**  
 You have a Pending Account Transaction  
 You have 1 Hold(s)  
 Your Academic Standing  
 • Bachelor's-Computer Information Systems (USA) : GOODSTAND

[View Grades/Academic Record](#)  
[Chamberlain College of Nursing Course Catalog](#)  
[DeVry/Keller Course Catalog](#)

**University Links**  
[DeVryU](#)  
[Academic Calendar](#)  
[Library Services](#)  
[DeVry.com](#)  
[University Email \(Live.com\)](#)

**TIP** To make changes to your schedule click on the schedule link in the enrollment links region

Home | Enrollment | Academics | Finance | Admission | My Profile | Home | Logout | Preferences | Help

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Ok now you need to click on the Contact Information Link

**ORACLE Student System** Home Logout Preferences Help

Home Enrollment Academics Finance Admission **My Profile**

**Update Personal Information**  
 \* Indicates required field  
 TIP Date example: 23-Nov-2007

Basic Information Biographic

**Basic Information**

DeVry Student ID Number \_\_\_\_\_ Preferred Name

Student Number 8 Gender Male

Prefix  Date of Birth 09-Apr (example: 23-Nov-2007)

First Name \_\_\_\_\_

Middle Name

Last Name \_\_\_\_\_

Basic Information Biographic

Revert Save

Home | Enrollment | Academics | Finance | Admission | My Profile | Home | Logout | Preferences | Help

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You can now update any of the information as needed.

**ORACLE Student System** Home | Enrollment | Academics | Finance | Admission | My Profile

Home | Logout | Preferences | Help

• Profile  
o Personal Information  
o Contact Information  
o Address  
o Phone  
o Email  
o Relationship  
o Citizenship  
o Residency  
o Health  
o Felony  
o Activities and Honors  
o Education  
o Housing Status

### Update Contact Information

\* Indicates required field

Revert Save

#### Address Information

Address	Country	Primary	Start Date	End Date	Purpose	Update
	United States	<input checked="" type="checkbox"/>	15-Feb-2005		Bill To, Home, Ship To	

#### Phone Information

Country	Area Code	*Phone Number	Extension	*Type	Primary	Delete
1	864	933-4		Home phone	<input checked="" type="checkbox"/>	

#### Email Information

*Email Format	*Email Address	Primary	Delete
HTML mail	@sbcglobal.net	<input checked="" type="checkbox"/>	

Revert Save

Home | Enrollment | Academics | Finance | Admission | My Profile | Home | Logout | Preferences | Help

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Remember after you make changes for those changes to take affect you must click on the Save Button.

Now let's go back to the Home page so we can look at the link to Order the Software that you are eligible to receive.

**Click on the Student Software Available to order your software**

Have questions? Find out whom to call using the campus directory.

**Houston Community Links**

- Student Services
- Academics
- Campus Info
- Financial Info
- Admissions
- Career Services
- Community Outreach

**Your Tools**

- Student Email Access
- Campus Directory
- Library
- Log In to MyDeVry Portal
- Log In to eCollege

**MyDeVry go!**  
Student Portal  
Students view important announcements, current schedule, class info & more!

**Request info about DeVry GO!**

**Looking for a master's degree?**  
**CLICK**

**DeVry PASSPORT2COLLEGE program**

**For Educators: a brief**

**DeVry University HOUSTON Campus Community**  
Apply Online Information Request Employment Opportunities Contact Us

Friday, November 23, 2007

**DeVry Houston Campus Community Web Site**

This web site has been created specifically for our students, faculty and staff members. DeVry Houston offers a number of valuable student and career services, including access to extensive library resources. Explore this site to learn more about services offered at DeVry Houston; then check again soon to see what's new and what's coming!

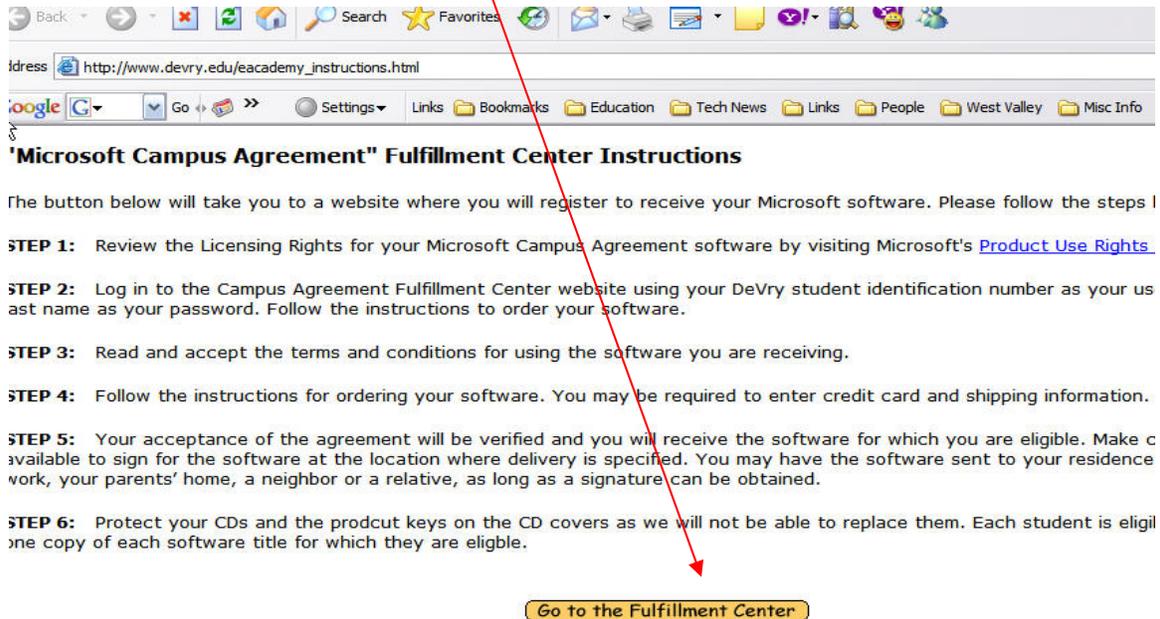
For details about DeVry Houston's program offerings as well as admissions and financial information visit the [DeVry Houston main web site](#).

**For the latest school emergency, school closing or inclement weather notification messages, please call the Houston Campus Information Line at 713-973-3114. Please be aware that this is an information only recording.**

**Campus Community News**

- Open House Events
- Important Graduate Information
- Guide to scheduling courses through OSS Student Self Service application (PDF file 2.60 MB)
- Quick Reference Guide for my.devry.edu Student Portal (PDF file 132 KB)
- Quick Reference Guide for Student Self Service (PDF file 140 KB)
- Student Software available

## Click on the Button Go to the Fulfillment Center



The screenshot shows a web browser window with the address bar containing [http://www.devry.edu/eacademy\\_instructions.html](http://www.devry.edu/eacademy_instructions.html). The page title is **"Microsoft Campus Agreement" Fulfillment Center Instructions**. The main content consists of six numbered steps:

- STEP 1:** Review the Licensing Rights for your Microsoft Campus Agreement software by visiting Microsoft's [Product Use Rights](#).
- STEP 2:** Log in to the Campus Agreement Fulfillment Center website using your DeVry student identification number as your username and your last name as your password. Follow the instructions to order your software.
- STEP 3:** Read and accept the terms and conditions for using the software you are receiving.
- STEP 4:** Follow the instructions for ordering your software. You may be required to enter credit card and shipping information.
- STEP 5:** Your acceptance of the agreement will be verified and you will receive the software for which you are eligible. Make available to sign for the software at the location where delivery is specified. You may have the software sent to your residence, your parents' home, a neighbor or a relative, as long as a signature can be obtained.
- STEP 6:** Protect your CDs and the product keys on the CD covers as we will not be able to replace them. Each student is eligible for one copy of each software title for which they are eligible.

At the bottom of the instructions, there is a yellow button with the text **Go to the Fulfillment Center**. A red arrow points from the title of the instructions to this button.

**Other helpful sites:**

**Type your D# and Last Name as your Password then click on the Log Me In Button.**



Software Faculty/Staff Support

You are a Guest

### Log In

Welcome to DeVry University Microsoft Fulfillment Center, please sign in.  
To log in, enter your DeVry Student/System ID (DSI).  
For Password, enter your last name.

Enter your DSI #:

Password:



[Software](#) | [Privacy Policy](#) | [Faculty/Staff](#) | [Support](#) |

---

Powered by 

This site supports Internet Explorer 5+, Netscape 6+, and Firefox 2+  
ver 4.2.5000.0

Click on the Software Link at the top of the page.

**Devry University**

[Software](#) [Faculty/Staff](#) [Support](#)

Logged in as \_\_\_\_\_

- My Software
- My Profile
- View Cart
- Log Out

**Software**

Search

Search is for product titles only.

Search by product titles

**Featured Products**

<p><b>Office Enterprise 2007</b> (Onsite students) <b>New!</b></p>	<p><b>McAfee Virus Scan</b> Version 8.5</p>		
--	---	--	--

**MSDN Academic Alliance Download Site**

Click on the product that you would like to add to the shopping cart.

The screenshot shows the DeVry University software store interface. At the top, there is a header with the DeVry University logo and a navigation menu with links for 'Software', 'Faculty/Staff', and 'Support'. Below the header, there is a 'Logged in as' section. On the left side, there is a sidebar with a 'Menu' section containing links for 'My Software', 'My Profile', 'View Cart', and 'Log Out'. Below the sidebar, there is a 'VeriSign Secured' logo. The main content area is titled 'Software' and features a search bar with a 'Go' button. Below the search bar, there is a dropdown menu for 'Search by product titles' and another 'Go' button. The 'Featured Products' section displays two products: 'Office Enterprise 2007 (Online & Grad) New!' and 'McAfee Virus Scan Version 8.5'. Red arrows point from the text above to the 'Office Enterprise 2007' and 'McAfee Virus Scan' product tiles.

**It now shows you information about the product. Now click on the ADD TO CART. Office 2007 will cost you \$14.40 plus a shipping charge. A GREAT DEAL WOW!**

- ▣ My Software
- ▣ My Profile
- ▣ View Cart
- ▣ Log Out

---

**Menu**

- How It Works
- Privacy Policy

Logged in as

**Product Name:** Microsoft Office Enterprise 2007 Suite - Online and Graduate Students

**Publisher:** Microsoft Corporation

**Platform:** Windows

**Eligibility:** [Click here](#) to view specific restrictions.



[View Product Details](#)

---

- For Online and Graduate Students ONLY -

This mail-order offer includes a [Microsoft Student Option](#) CD media and activation code for:

[MICROSOFT OFFICE 2007 ENTERPRISE SUITE](#)  
[Click here](#) to see what's included.

Click '[View Product Details](#)' for additional product information and system requirements.

**Please Note:** The picture above is for display only. The Microsoft Select academic mail-order DOES NOT include boxed packaging or manuals. ONLY the installation disk(s) and product key are included with this offer.

[Information about shipping](#) | [Get help at the e-academy Support Center](#)

**-- SHIPPING NOTICE --**

Due to the high demand for this product, this item is currently on back order. Your order will be shipped as soon as inventory is available. Shipping for this media is expected to begin on the week of November 19, 2007.

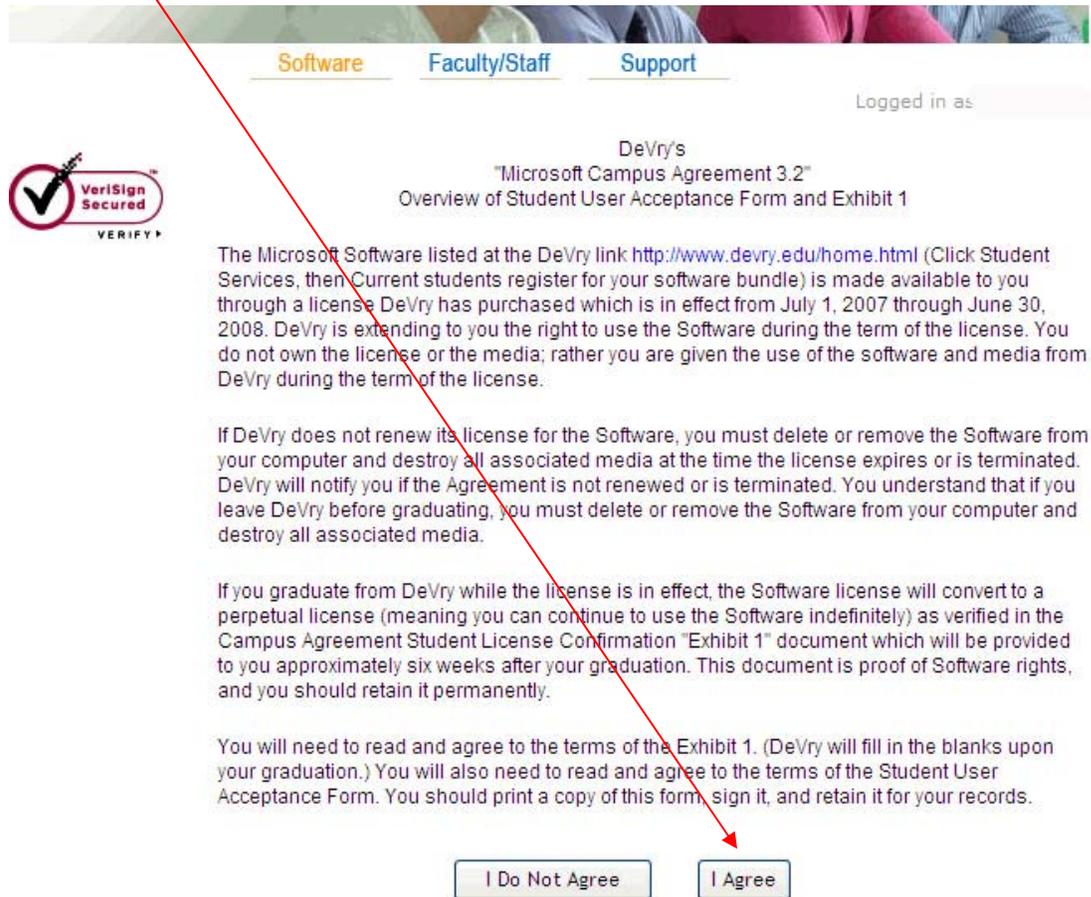
*	Deliverable	Description	Price
<input checked="" type="radio"/>	DVD Mailer (No	Choose this option if you would like to	Media \$14.40
	Manuals)	have the package mailed to your home or office directly. <b>Please Note:</b> <i>Shipping times for delivery are typical courier estimates. Expected time of delivery is NOT guaranteed. <a href="#">Click Here</a> for more info.</i>	+ S & H (click <a href="#">here</a> for shipping options)

Note: all prices are in US Dollars

Payment Type: Credit Card


ADD TO CART

**On the next screen you will see Microsoft Campus Agreement that you need to read and agree to.**



Software Faculty/Staff Support

Logged in as

DeVry's  
"Microsoft Campus Agreement 3.2"  
Overview of Student User Acceptance Form and Exhibit 1

 VERIFLY

The Microsoft Software listed at the DeVry link <http://www.devry.edu/home.html> (Click Student Services, then Current students register for your software bundle) is made available to you through a license DeVry has purchased which is in effect from July 1, 2007 through June 30, 2008. DeVry is extending to you the right to use the Software during the term of the license. You do not own the license or the media; rather you are given the use of the software and media from DeVry during the term of the license.

If DeVry does not renew its license for the Software, you must delete or remove the Software from your computer and destroy all associated media at the time the license expires or is terminated. DeVry will notify you if the Agreement is not renewed or is terminated. You understand that if you leave DeVry before graduating, you must delete or remove the Software from your computer and destroy all associated media.

If you graduate from DeVry while the license is in effect, the Software license will convert to a perpetual license (meaning you can continue to use the Software indefinitely) as verified in the Campus Agreement Student License Confirmation "Exhibit 1" document which will be provided to you approximately six weeks after your graduation. This document is proof of Software rights, and you should retain it permanently.

You will need to read and agree to the terms of the Exhibit 1. (DeVry will fill in the blanks upon your graduation.) You will also need to read and agree to the terms of the Student User Acceptance Form. You should print a copy of this form, sign it, and retain it for your records.

**On the next screen you will need to type your D# and your name as shown.**

- I understand the minimum equipment specifications to run the Software as listed at the link on <http://www.devry.edu/home.html> (Click on "Student Services"; then "Students, register for your software bundle".)
- If DeVry does not renew the Student Option under the Microsoft Campus Agreement, then I understand I must delete or remove the Software provided under this Agreement from my computer at the time the Agreement expires or is terminated and destroy all associated media. (DeVry will notify you if the Agreement is not renewed or is terminated.)
- I understand I must graduate from DeVry during the Agreement term in order to convert the Software License to a perpetual license and receive the Campus Agreement Student License Confirmation "Exhibit 1" document (which would allow me to use the Software indefinitely).
- I understand that if I leave DeVry before graduating, I must delete or remove the Software from my computer and destroy all associated media.

I, \_\_\_\_\_ Student ID: \_\_\_\_\_, have read and understand the preceding Microsoft Campus Agreement Student License Confirmation Exhibit 1 and the above Student User Acceptance Form, and I accept and agree to be bound by all of their terms and conditions. By typing my name below, I intend this to have the same force and effect in all respects as a handwritten signature.

Campus:	DVUC HOU
Date:	2007-11-23

Please **type** your name below **exactly** as it is printed up above:

DSI #:

Name (Signature):

Note: Please type your name exactly as it appears above.

Continue

On the next screen you can either click on the Continue Shopping Button or the Check Out Button.

The screenshot shows a university website's shopping cart. At the top, there is a navigation bar with 'Software', 'Faculty/Staff', and 'Support' links. Below this is a 'View Cart' section. On the left, there is a 'VeriSign Secured' logo. The cart contains one item: 'Microsoft Office Enterprise 2007 Suite - Online and Graduate Students'. The item details include a 'DVD Mailer (No Manuals)' for \$14.40 and 'S & H' for 'Subject to shipping option choice' for N/A. There are 'EDIT' and 'REMOVE' buttons for the item. Below the cart items, it says 'Payment Type: Credit Card' and 'Note: all prices are in US Dollars'. At the bottom of the cart, there are two buttons: 'CONTINUE SHOPPING' and 'CHECK OUT'. A large red 'X' is drawn over the entire screenshot, with two red arrows pointing from the text above to the 'CHECK OUT' button.

Software Title	Deliverable	Price	QTY	Price
Microsoft Office Enterprise 2007 Suite - Online and Graduate Students	DVD Mailer (No Manuals)	\$14.40	1	\$14.40
	S & H	Subject to shipping option choice	1	N/A

Let's go back to the starting Screen and this time let's click on the MSDN Academic Alliance Download Site Button at the bottom of the screen.

The screenshot displays the Devry University website interface. At the top left is the Devry University logo. To its right is a banner image of four people. Below the banner are navigation tabs for [Software](#), [Faculty/Staff](#), and [Support](#). On the right side, it says "Logged in as" followed by a greyed-out name. On the left, there is a vertical menu with links: [My Software](#), [My Profile](#), [View Cart](#), and [Log Out](#). The main content area is titled "Software" and contains a search box with a "Go" button and the text "Search is for product titles only." Below this is another search box with a dropdown menu and a "Go" button. A "VeriSign Secured" logo is visible on the left. The "Featured Products" section shows two items: "Office Enterprise 2007 (Onsite students) New!" and "McAfee Virus Scan Version 8.5". At the bottom center, there is a button labeled "MSDN Academic Alliance Download Site" with a small logo to its right. A red arrow originates from the text above and points directly to this button.

On this screen click on the Dropdown arrow to see a list of software that you can download and burn onto a CD or DVD and then install.

The screenshot shows the MSDN Academic Alliance Software Center interface. At the top, there is a blue header with the DeVry University logo on the left, the text "msdn academic alliance SOFTWARE CENTER" in the middle, and the Microsoft logo on the right. Below the header are navigation links for "Software" and "Support". On the left side, there are buttons for "Log Out", "My Profile", "My Software", and "View Cart". The main content area features a search bar with a "Go" button and a dropdown menu. The dropdown menu is open, showing a list of software titles. A red arrow points from the text above to the dropdown arrow. The list includes items such as "Compute Cluster Pack", "Exchange Server 2000 Enterprise Edition", "MSDN Library (Visual Studio .NET) CD1 ISO (Jan 2004)", "MSDN Library - July 2005 - CD2", and "MSDN Library - May 2006 - CD1". Below the list is a "Get Your Personal CDs Here!" link. At the bottom, there is a grid of software product images, including "Visio Professional 2007", "MSDN Library 2005", "Windows XP Professional", "SharePoint Designer 2007", "Office Groove 2007", "OneNote 2007", "Project", "Visual Studio .NET 2003", "Visual Studio .NET 2005", and "Windows XP".

Ok, now let's go back to the Home page so we can look at the link for e-college where you will be spending a lot of you time. Let's click on the Log in to e-college link

Have questions? Find out whom to call using the campus directory.

**Houston Community Links**

- Student Services
- Academics
- Campus Info
- Financial Info
- Admissions
- Career Services
- Community Outreach

**Your Tools**

- Student Email Access
- Campus Directory
- Library
- Log In to MyDeVry Portal
- Log In to eCollege

**MyDeVry go!**  
Student Portal  
Students view important announcements, current schedule, class info & more!

**Request info about DeVry GO!**

**Looking for a master's degree?**  
**CLICK**

**DeVry PASSPORT2COLLEGE program**  
**CLICK**

**For Educators: a brief**

**DeVry University HOUSTON Campus Community**

Apply Online Information Request Employment Opportunities Contact Us

Welcome to the DeVry Houston campus community

Friday, November 23, 2007

**DeVry Houston Campus Community Web Site**

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**Campus Community News**

- Open House Events
- Important Graduate Information
- Guide to scheduling courses through OSS Student Self Service application (PDF file 2.50 MB)
- Quick Reference Guide for my.devry.edu Student Portal (PDF file 132 KB)
- Quick Reference Guide for Student Self Service (PDF file 140 KB)
- Student Software available

You now need to login to e-college using your D# and the default password. The default password is your four digit year of birth and two digit month. If you have a problem logging in you can check with your Instructor or use the links on the page.

**DeVry University**

## Welcome to the DeVry University

*eLearning Platform*

Welcome Help Desk Technical Requirements

User ID  
Password  
Go to Class

### Welcome

You've reached the DeVry University eLearning Platform, where we provide round-the-clock access to virtual classrooms that support and enhance DeVry and Keller Graduate School of Management courses. Login to DeVry's eLearning Platform to participate in the online community and tap into a wealth of resources to support your success.

If you have difficulty logging in, your login/password issues can be resolved by calling 800-594-2402 or email to: [helpdesk@devryu.net](mailto:helpdesk@devryu.net).

Questions? Need help? Click here.

Students: Login to [my.devry.edu](http://my.devry.edu) to View or Pay Your Bill **ONLINE**

DeVry University **ONLINE** Annual Schedule

Keller **ONLINE** Annual Schedule

Once you are logged in you will see all your classes listed by Term. You will also see new Messages and links to some special classes for you.

The screenshot displays the DeVry University student portal interface. At the top, the header includes the DeVry University logo, the date "December 6, 2006", a welcome message "Welcome Andrew Rosental", and navigation links for "My Profile", "Help", and "Signoff". On the left side, there is a "My WebLinks" menu with options for "Default Link" and "Edit Personal Web Links". The main content area is divided into several sections: "Admin Message Center" with a link to "View Archived Messages.", "Student Message Center" featuring a "DeVry University Academic Calendar" box with links to the university and Keller Graduate School of Management academic calendars, and a note about online student course access. Below this is the "Your Course List" section, which includes a "Special Courses" sub-section with links for "ECOLLEGE -- AU+ April 2004 Student Orientation Tutorial - eCompanion AU", "iOptimize Student Tutorial Student Orientation Tutorial for the iOptimize Courses - Hybrid AU", "ONLINE -- Student Services - eCourse AU", "ONLINE -- Undergraduate Student Orientation - eCourse AU", and "ONLINE -- Graduate Student Orientation - eCourse AU". A "FALL Session A 2006" section is partially visible at the bottom of the main content area. A separate, larger view of the "FALL Session A 2006" section is shown below, detailing the location "Houston, TX/Undergraduate" and listing the course "COMP100 CMP\_C Sanders DV HOUSTON Computer Applications for Business with Lab". Below this, there are expandable sections for "SUMMER Session B 2006", "SUMMER 2006", and "SUMMER Session A 2006". At the bottom of the page, there is a "Book Store" section with a link to "DeVry University Bookstore: DeVry University Online Bookstore". Red arrows from the text above point to the "View Archived Messages" link, the "DeVry University Academic Calendar" link, the "Special Courses" sub-section, and the plus sign next to the "SUMMER 2006" term in the expanded view.

You can click on the plus sign next to the term to open it to see the classes for that term.

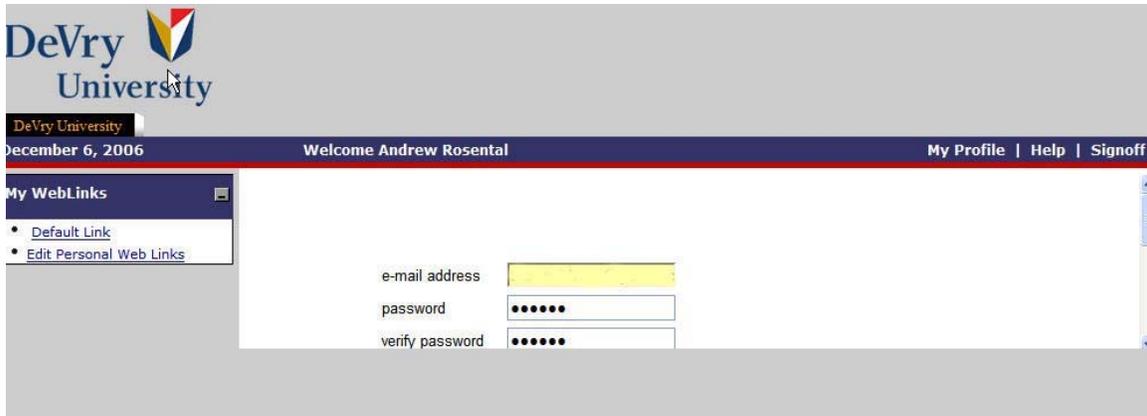
After you have clicked on the plus sign next to a term.

The screenshot shows a list of course sections. Each section is preceded by a plus sign in a dropdown menu. A red arrow points to the plus sign for the 'SUMMER 2006' section. The visible course details are:

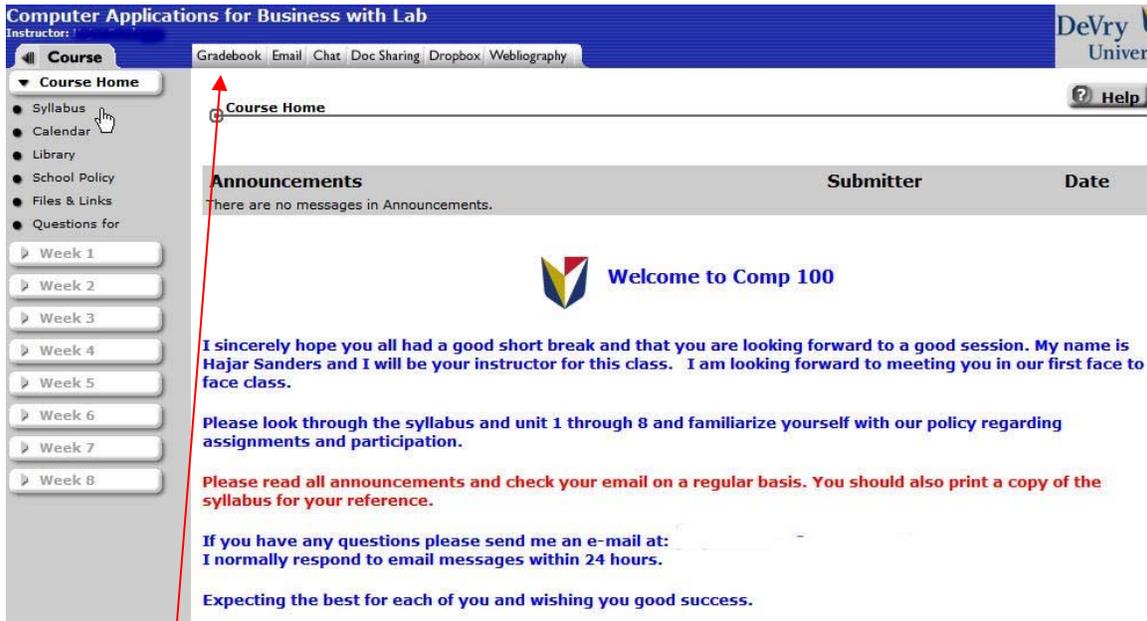
- SUMMER Session B 2006**  
Houston  
Houston, TX/Undergraduate  
[BUSN115 ACC\\_U Siskind DV HOUSTON](#) Introduction to Business and Technology
- SUMMER 2006** (indicated by a red arrow)  
Houston  
Houston, TX/Undergraduate  
[PSYC110 STN\\_A Morris DV HOUSTON](#) Psychology
- SUMMER Session A 2006**  
Houston  
Houston, TX/Undergraduate  
[COLL148 ACC\\_K Wilds DV HOUSTON](#) Critical Thinking and Problem Solving (iOpt)

You have a tab My Profile that you can use to change your e-college log on password.

The screenshot shows the DeVry University website interface. At the top left is the DeVry University logo. Below it, the date 'December 6, 2006' and the user name 'Welcome Andrew Rosental' are displayed. On the right side of the top navigation bar, there are links for 'My Profile | Help | Signoff'. A red arrow points from the text above to the 'My Profile' link. Below the navigation bar, there are sections for 'My WebLinks', 'Admin Message Center' (with a 'View Archived Messages' link), and 'Student Message Center' (containing a 'DeVry University Academic Calendar' section with links to the university and Keller Graduate School of Management academic calendars, and a note for online students).



Now click on a class listed under any term to open it.



Use the grade book Link in e-college to see your grade at any time.

My Gradebook:			
Grade To Date: <a href="#">282.70/500 (56.54%)</a>		View Gradebook By: <a href="#">Week</a>   <a href="#">Item</a>	
	Grade	Earned to Date	Possible for Course
Week 1: Week 1 - Assignments	<a href="#">83/100</a>	83 pts.	100 pts.
Week 2: Week 2 - Bonus	<a href="#">0</a>	0 pts.	*
Week 2: Week 2 - Assignments	<a href="#">79/100</a>	79 pts.	100 pts.
Week 3: Week 3 - Assignments	<a href="#">68/100</a>	68 pts.	100 pts.
Week 4: Week 4 - Assignments	<a href="#">25/100</a>	25 pts.	100 pts.
Week 4: Week 4 - Mid-term Exam	--	*	*
Week 5: Week 5 - Bonus	<a href="#">10</a>	10 pts.	*
Week 5: Week 5 - Assignments	<a href="#">17.70/100</a>	17.70 pts.	100 pts.
Week 6: Week 6 - Assignments	*	*	*
Week 7: Week 7 - Assignments	*	*	*
Week 8: Week Title - Final Exam	--	*	*
<b>Total</b>		<b>282.70 pts.</b> (of 500 Completed)	1000 pts.
<b>Grade To Date:</b>		<b><a href="#">282.70/500 (56.54%)</a></b>	

**Gradebook Key**

Computer Applications for Business with Lab  
 Instructor: [Name]

Course Home | Gradebook | Email | Chat | Doc Sharing | Dropbox | Webliography

▼ Course Home

- Syllabus
- Calendar
- Library
- School Policy
- Files & Links
- Questions for

▶ Week 1

▶ Week 2

▶ Week 3

▶ Week 4

▶ Week 5

▶ Week 6

▶ Week 7

▶ Week 8

Course Home

Announcements

There are no messages in Announcements.

Submitter

Date

Welcome to Comp 100

I sincerely hope you all had a good short break and that you are looking forward to a good session. My name is Hajar Sanders and I will be your instructor for this class. I am looking forward to meeting you in our first face to face class.

Please look through the syllabus and unit 1 through 8 and familiarize yourself with our policy regarding assignments and participation.

Please read all announcements and check your email on a regular basis. You should also print a copy of the syllabus for your reference.

If you have any questions please send me an e-mail at: [Email Address]  
 I normally respond to email messages within 24 hours.

Expecting the best for each of you and wishing you good success.

The next Tab is Document sharing.

Select View :

### Document Sharing

[Upload New File](#) [Sort by: d](#)

File/Description	Owner	Date	Size	St
<a href="#">Blades1.xls</a> Excel File	Hajar Sanders	28 Oct 06	19K	
<a href="#">CFlow1.xls</a> Excel File	Hajar Sanders	28 Oct 06	14K	
<a href="#">MusicRentals.xls</a> Excel File	Hajar Sanders	28 Oct 06	31K	
<a href="#">Pixal1.xls</a> Excel File	Hajar Sanders	28 Oct 06	17K	
<a href="#">Site1.xls</a> Excel File	Hajar Sanders	28 Oct 06	14K	
<a href="#">Sonic1.xls</a> Excel File	Hajar Sanders	28 Oct 06	19K	
<a href="#">Budget.doc</a> Word Document	Hajar Sanders	28 Oct 06	27K	

The Next Tab is the Drop box this is where you turn in your assignments. You have to attach you documents.

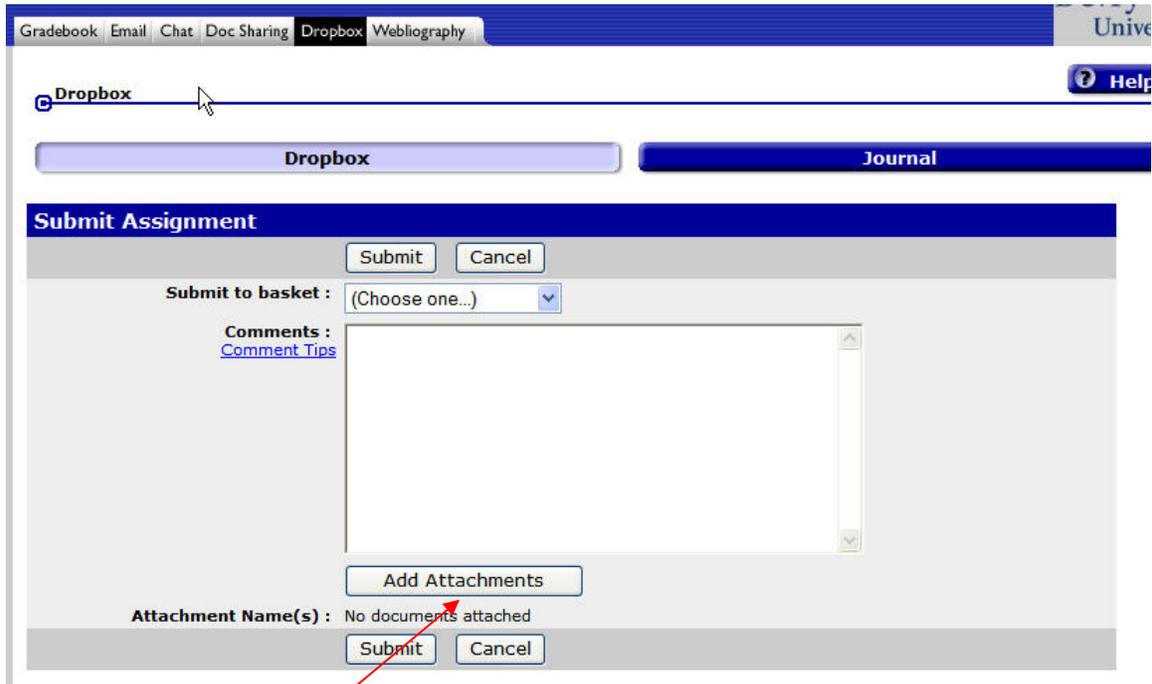
Gradebook | **Email** | Chat | Doc Sharing | **Dropbox** | Webliography

### Dropbox

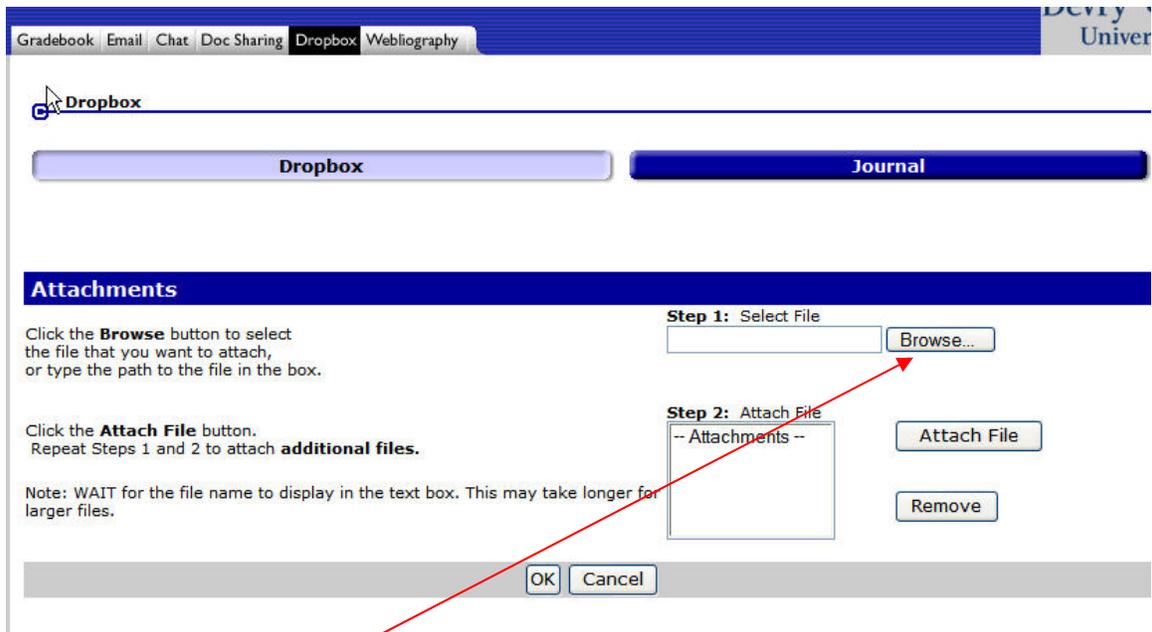
[Submit an Assignment](#) so

Dropbox		Numeric Grade	Letter Grade	
<b>INBOX</b>				
<input checked="" type="checkbox"/>	<a href="#">Week 5: Assignments</a>	17.70		
<input checked="" type="checkbox"/>	<a href="#">Week 4: Assignments</a>	25		
<input checked="" type="checkbox"/>	<a href="#">Week 3: Assignments</a>	68		
<input checked="" type="checkbox"/>	<a href="#">Week 2: Assignments</a>	79		
<input checked="" type="checkbox"/>	<a href="#">Week 1: Assignments</a>	83		
<b>OUTBOX</b>		Numeric Grade	Letter Grade	
There are currently no items in your Outbox.				

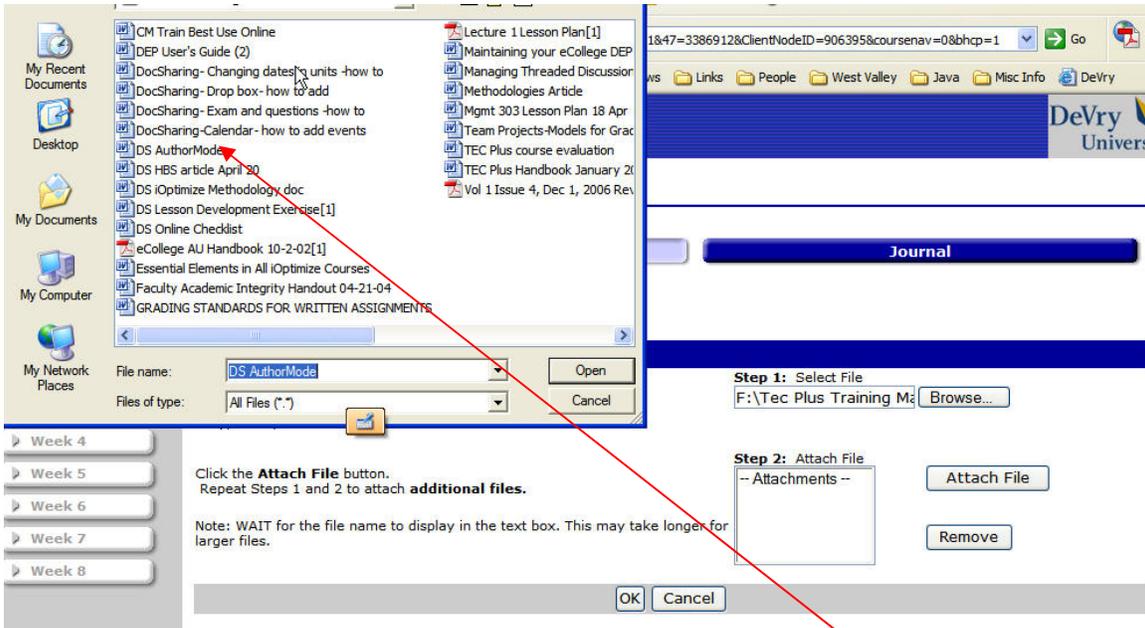
Click on the link to submit Assignment (Step 1)



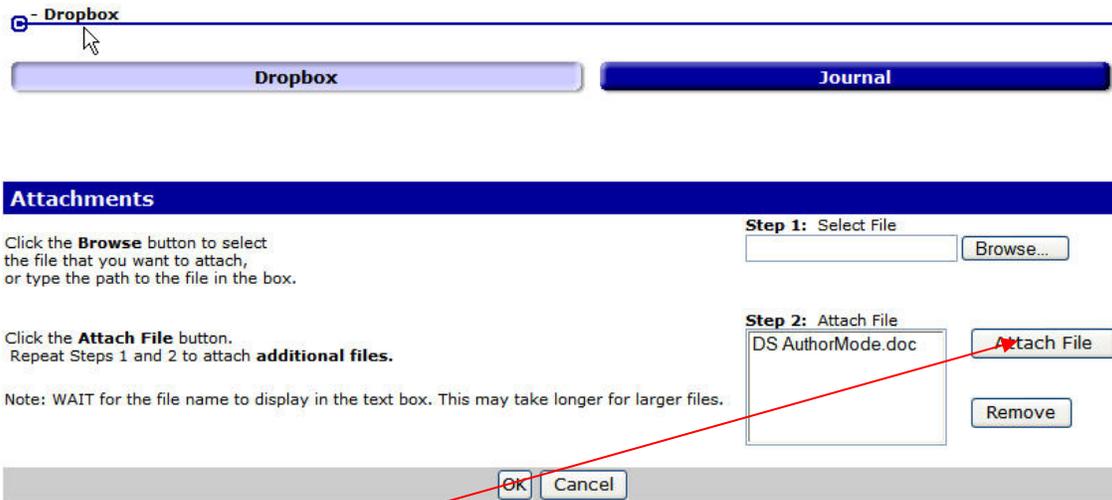
Click on the link Add Attachments (Step 2)



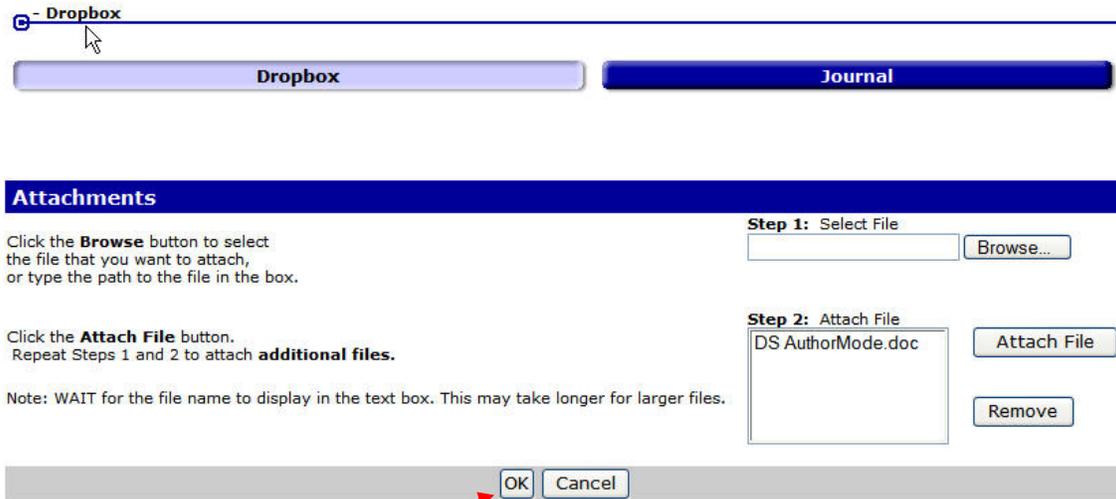
Click on the Browse Button (Step 3)



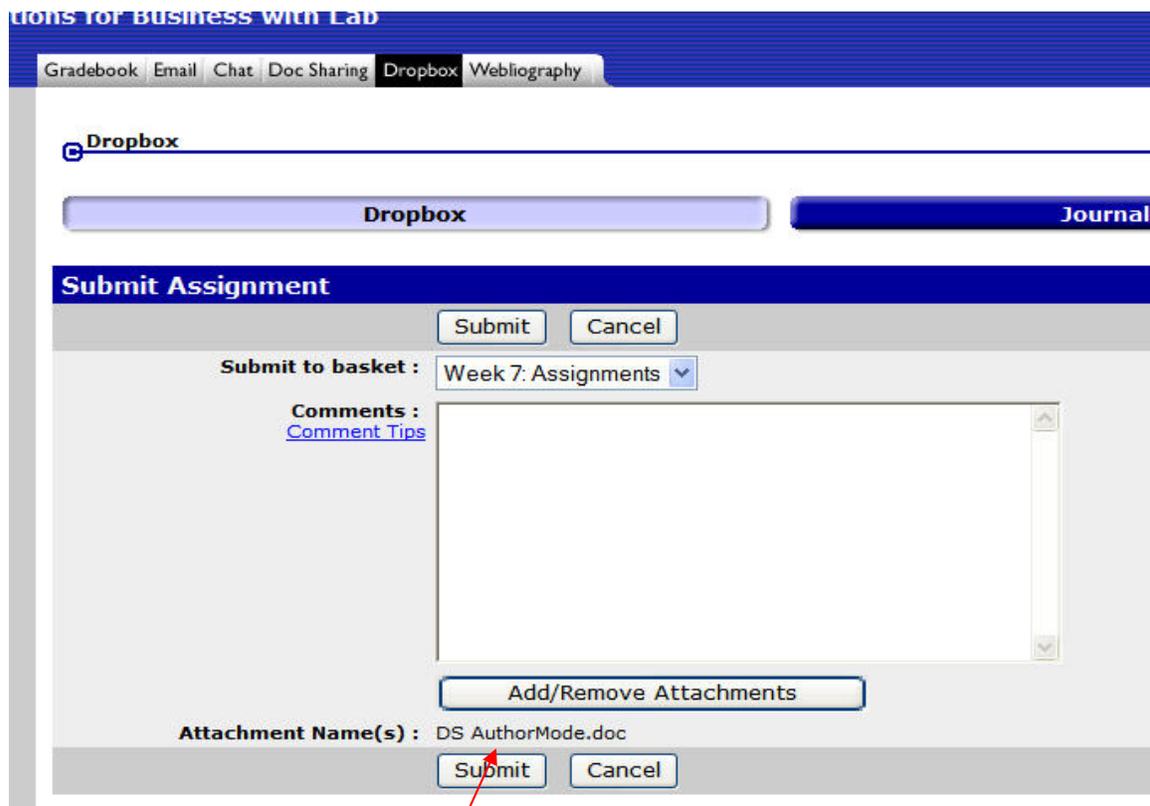
Now go to the location on your computer where you have the file saved at and double click on it. (Step 4)



Now click on the Attach File Button (Step 5)



Now click on the OK Button (Step 6)



You will see the file attached listed. (Step 7)

**Next Tab is the Webliography**

**Computer Applications for Business with Lab**  
Instructors: [Name]

Course Home | Gradebook | Email | Chat | Doc Sharing | Dropbox | **Webliography**

**Course Home** [Help]

**Announcements** Submitter Date

There are no messages in Announcements.

**Welcome to Comp 100**

I sincerely hope you all had a good short break and that you are looking forward to a good session. My name is Hajar Sanders and I will be your instructor for this class. I am looking forward to meeting you in our first face to face class.

Please look through the syllabus and unit 1 through 8 and familiarize yourself with our policy regarding assignments and participation.

Please read all announcements and check your email on a regular basis. You should also print a copy of the syllabus for your reference.

If you have any questions please send me an e-mail at: [Email Address]  
I normally respond to email messages within 24 hours.

Expecting the best for each of you and wishing you good success.

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