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**Student Access Overview**

You will want to become familiar with your DSI# (or D#) as this is used as your User Name to access all DeVry/Keller online resources. The diagram pictured below represents the most important resources that you will use throughout your DeVry experience.

All of These Resources Share the Same Login/Password

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**System Access Password Management**

- Your DeVry Student Identification (or DSI or D#) is an important number to remember.
- You will use it as your primary login and identification number throughout your DeVry experience.

Example:  D12345678

- Self-Service Password Management Setup is Required
- Use your PC browser and access [my.devry.edu](http://my.devry.edu) or [my.keller.edu](http://my.keller.edu) to get started.
Logging on to the Student Portal

Go to https://my.devry.edu/
https://my.keller.edu/

First Time Logging On:

- Click the First Time Logging In “Click Here” link.
- Enter your birth month and year.
- The Student Portal login page now appears with your temporary password automatically entered in the Password field.
- Enter your DSI# number and click the “LOGIN” button.

Security Questions

You will next be asked to set up a new password. Your new password will be case sensitive and must meet the following criteria:

- At least 1 upper case character;
- At least 1 lower case character;
- At least 1 number or symbol;
- At least 8 characters in length;
- Cannot be part of your first or last name.
Once you have created your password, you will be prompted to set up security challenge questions. This will enable you to recover your password if you ever forget it.

- Click “OK” on the first pop up screen
- The username to log in will be your D# (i.e., “D12345678”)
- The password will be the password that you just created.
- Select “Student” as the role and then click “Login”.

- Click “Next”
• Enter the Password you just set up and click “Next”

Password Registration:
Username: 
Password: 
Role: Student

Login

Password Registration: Your Current Password
Enter your current password below, then click ‘Next’.  
(logged in as: ACADID____________)

Password: 

Next Cancel

• Register 3 Answers successfully; Select “Next”

Password Registration: Register Your Answers

1) Who is your favorite author?  
   Answer1

2) What city were you born in?  
   Answer2

3) What is the name of your favorite childhood friend?  
   Answer3

Next Cancel

You must answer 3 questions to register for use of the Self-Service Password tool.
Each answer must contain at least four characters, and no two answers may be the same.

• You will receive a screen message that your registration is complete.
Need Help Signing In?

Click on the “Chat Now” link where you may chat with a Help Desk Analyst who can assist you with your login setup.

Your Chat “User ID” is your DSI #.

Forgot your my.devry.edu Network/Portal password?

If you have forgotten your my.devry.edu password, click on the “Forgot Password?” link which will prompt you through answering your security questions and resetting your password:

Off Campus:

- If you are not on campus but have access to a computer connected to the Internet, follow the same steps as described above. If additional help is needed, contact the DeVry Helpdesk at 1-877-784-1997.
Navigating the *my.devry.edu* or *my.keller.edu* Student Portal

1. **Password Management:**  Forget your password? Reset it yourself.
2. **Bulletins:**  Announcements on items directly impacting you.
3. **Courses:**  A link directly into your eLearning Platform and course materials.
4. **Siren Emergency Contact:**  Register for emergency alerts
5. **Email:**  Your DeVry issued email account
6. **Quick Links:**  Easy access to the Help Desk, session grades, student surveys, and bill my.devry.edu. payment. The Quick Link resource is readily available on every page of the portal.
7. **Self-Service:**  progress towards your degree, request transcripts, view your schedule.
8. **Ask Us a Question:**  Direct access to your advisor and a knowledge base of frequently asked questions.
**Accessing Your Online Classroom**

You can access your online classroom by navigating to your student portal at [my.devry.edu](http://my.devry.edu) or [my.keller.edu](http://my.keller.edu) and selecting your course link from the “Courses” section on the Home page. Each of your classes will be listed under the appropriate session; example. **May 2014 - Blended and Onsite.**

Once you’ve accessed your course, read through the **Syllabus** found under **Course Home**. The **Week #1** course material usually opens on the Sunday prior to Week #1.

**Where can I get technical assistance with my online class?**

Technical assistance with the eLearning Platform is available 24/7 by selecting the Tech Support tab at the top. You can also contact the Helpdesk at **(877) 496-9050** or chat online.
Logging on to Onsite Workstations

Press **CTRL+ALT+DEL** keys to access the logon screen.

Your user name is your **Student D#**

*Note: If you have previously set up your password, you will use the password you created. If you have never set up your password, please continue below.*

Your **default password** is your *date of birth* in the **Mmm-YYYY** (i.e. Feb-1991) format.

(A Upon initial login, you will be prompted to change this password.)

**Important Note:** This password is directly linked to my.devry.edu or my.keller.edu, the eLearning Platform, and Campus Wireless logins. Changing one WILL affect the other logins listed here. This login is specifically referred to as your **Network Login**.
**Saving Files on Onsite Workstations**

For security reasons, anything saved to the local Desktop, My Documents, C: drive, etc. will be removed at the end of the day. **Avoid losing your work** by saving all files to your USB drive, which is typically given the name “Removable Disk” and a drive letter, such as (E:). Please check the documentation of your USB drive for more details, or visit your local IT department for assistance with issues.

When plugging a USB device into the computer, you may see an “Auto Play” window appear. If this window appears, simply double-click the “Open folder to view files” section and the drive will open. You may work directly off the drive if you wish. Make sure to save often to avoid losing work!

If the AutoPlay window does not appear, simply click the “Start” menu icon in the lower left corner. It will expand to look like the window on the left.

Select “Computer” on the right side and it will give you the option to select a “disk”. Choose the option that corresponds to your USB drive (again, please check your USB drive documentation for details)
Connecting to the Wireless Network

You can easily access the DeVry-Wireless network from any laptop or mobile device supporting 802.11b/g/n technology. You can access the wireless network from any DeVry University Campus or DVU Center location.

Make sure your wireless adapter is enabled on your device. View the available wireless network names and choose the DeVry-Wireless network name from the list.

Using Windows

Using Mac

Once you’ve connected to DeVry-Wireless; launch your web browser using Internet Explorer/ Mozilla Firefox or Safari for Mac OSX devices. You’ll be redirected to the DeVry-Wireless login page.

Enter your DSI number and Network/ Portal Password. Click “I Agree” and then choose Log in.
**Logging on to iLab Environment**

*(Virtual Lab Environment)*

The DeVry iLab provides students with direct access to the most common academic applications without installing or purchasing software on your home computer or laptop.

Each course that uses an iLab will have the “Connect to iLab here” link in the course. This link will take you to your environment.

For access directly into the lab environment outside of your course, you can access the **DeVry University iLab** by navigating your Internet browser to: [http://lab.devry.edu/](http://lab.devry.edu/)

- **User ID (D#):** DSI Number
- **Password:** *This is the same as your Network/Portal Login*
Important Note – Upon logging in for the first time, you will be prompted to install a required Citrix Receiver plugin. Follow the instructions on screen to continue.

After successfully logging in to the iLab environment, you will be greeted with a screen as shown below. Applications include the Office 2010 software suite and other relevant applications needed for your enrolled program of study.

Click the plus sign (+) to display your list of available applications. You can also use the search menu in the upper right-hand corner. Once you begin typing, all matching criteria will display.

Clicking on any application will add a shortcut to the main screen for easy access the next time you login. You can also remove them by clicking the X on the icon once the cursor is hovering over it.
Saving Files in the iLab Environment

When using the DeVry iLab, you may be prompted by a HDX File Access Security window to ask permission to access the files on your local hard drive.

Select Read/Write Access and then check the box Do not ask me again for this virtual desktop.

Selecting these options will allow you to save documents and files to your local hard drive, even though you’re accessing the software over the Internet.

When using the DeVry iLab environment, save your files to your Home (F) Drive. If you need to save a copy to your USB drive or local computer’s hard drive, select C$ on ‘Client’ (this is your local hard drive) or the letter associated with your local removable device. The DeVry iLab allows students to save their files to the DeVry server and access them anywhere with an Internet connection.

Important Note – All files should be saved and accessed from your Home Drive (F Drive). The Home (F) drive is labeled with your DSI number. Once you are done working within the iLab, you can transfer your files to your local hard drive for submission.