

*Welcome to online learning at FDU!* This guide explains how to create your required email account, access your course, and view your student records. Important contacts are listed on the last page.

 **WebMail:** WebMail is the official email system used by FDU faculty, staff and students. **All students taking an online class are required to create a WebMail account.** A WebMail user login is also required to access other helpful resources at the University.

### How to Create Your WebMail Account

- Open a Web browser and navigate to WebMail: <https://webmail.fdu.edu>.
- Follow the instructions under **Create New Account**.
- Please note the following:
  - Online students should select **Metro Campus** (Teaneck/Hackensack).
  - Be sure to use a four-digit birth year.
  - Do not use hyphens when entering your Social Security number.
  - Once your account is created, e-mail can be addressed to either your PRIMARY E-MAIL ADDRESS (e.g. albert\_einstein@student.fdu.edu) or your LOGIN NAME (e.g. [einstein@student.fdu.edu](mailto:einstein@student.fdu.edu)).
  - If you are having trouble being validated during account creation, contact FDU's 24-hour technical support at 973-443-8822 or [fdutac@fdu.edu](mailto:fdutac@fdu.edu).

**For a complete WebMail Help Guide, go to:** <http://webdocs.fdu.edu/index.html>

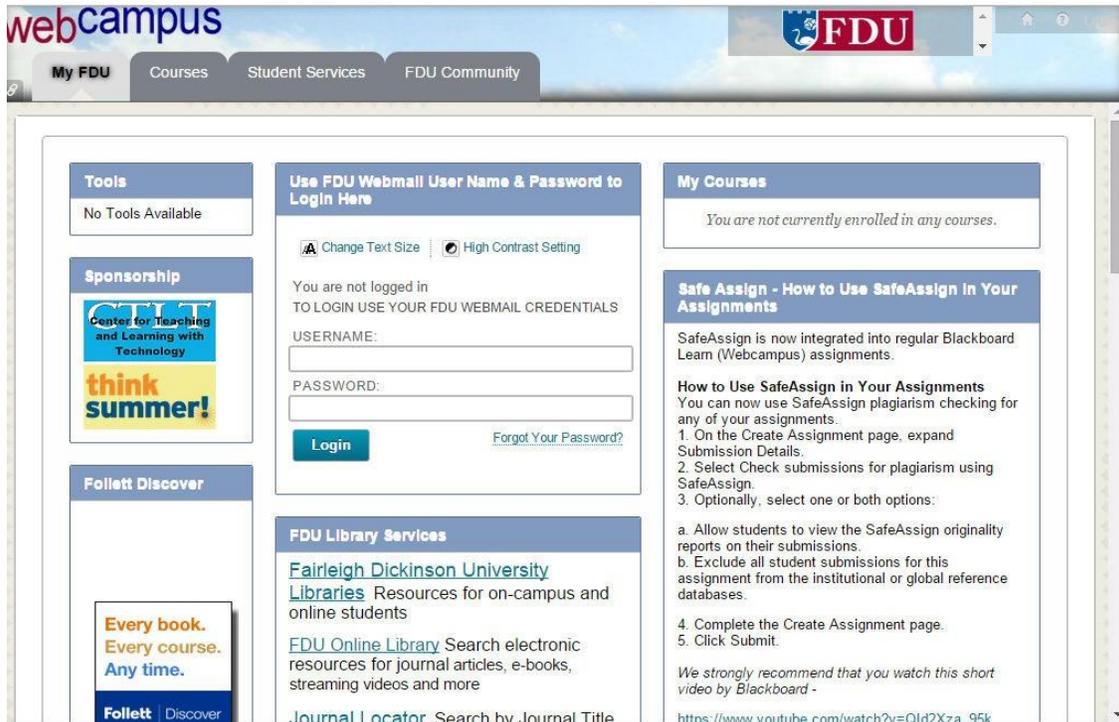
 **WebCampus:** You will use FDU's WebCampus to participate in your online course throughout the semester to access course material, receive and submit assignments, and engage in exchanges with classmates and your instructor. WebCampus uses Blackboard software.

### How to Access Your Course

In order to access your course, **you must have an FDU WebMail account**. You can create an FDU WebMail account online (see instructions above). A few days after you have created your WebMail account, you will be able to log in to our WebCampus as follows:

1. Point your browser to <http://webcampus.fdu.edu>.
2. Enter your **FDU WebMail username** (e.g. name@student.fdu.edu) and your **FDU WebMail password** in their respective boxes and click **Login**.
3. All of the courses for which you are registered will be listed in the box titled **My Courses** (see screenshot below).
4. Click on the course name to access the course's contents. You can view the course syllabus, book requirements, assignments, readings, faculty information, etc. by clicking on the

buttons/text links located on the left panel inside a course. Buttons typically have names such as **Course Information** and **Faculty Information**; however, an instructor can customize the look of a course. Be sure to check **Announcements**, shown on the very first page each time you enter a course.



**NOTE: Course content may not be available until the class officially begins.**

## How to Order Books from the FDU Bookstore

**Obtain the required text information listed by your instructor in your WebCampus course.** You can purchase traditional and e-books from the FDU Metropolitan Campus Bookstore via phone at: 201-692-2093 and 201-836-7818; or by using their online option.

- Go to the FDU bookstore (see screenshot below) at <http://www.fdu.bkstr.com>;
- Click on the **Books** menu at the top of the page;
- Select **Textbooks and Course Materials** from the drop-down list;
- Select Your Program: **Metropolitan Campus**;
- Select the Term, Department (e.g. ENGL), Course (e.g. 1112) and Section (e.g. E2D).
- Click Submit. The book(s) for the course will be listed; choose the one(s) you wish to purchase.

Textbooks > Select by Course

Select Your Program

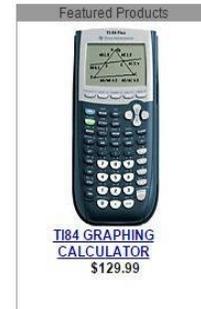
Metropolitan

Select Your Term

Spring 2015

Select Your Department

Select Your Department



 **WebAdvisor:** WebAdvisor is a Web interface that allows you to access information contained in the administrative database used at Fairleigh Dickinson University. By using WebAdvisor, you can access your student records to **view and print grade reports, transcripts, financial aid documents, and tuition statements**. After registering for your first course, a WebAdvisor user ID and password will be emailed to your WebMail account. NOTE: WebAdvisor will not accept your WebMail login information.

**If you do not remember (or did not receive) your WebAdvisor user ID:**

- Open a Web browser and navigate to WebAdvisor: <http://webadvisor.fdu.edu>.
- Click on *Account Information* at the bottom of the screen.
- Click on *What's my User ID?*
- Enter your last name and either your Social Security Number or Datatel (FDU, 7-digit) ID Number.
- Your WebAdvisor User ID will be displayed on the screen.

**If you do not remember (or did not set up) your WebAdvisor password:**

- Open a Web browser and navigate to WebAdvisor: <http://webadvisor.fdu.edu>.
- Click on *Account Information* at the bottom of the screen.
- Click on *What's my password?*
- Select the desired option:
  - *Show Password Hint:* If you forgot your previously set password and want to see your reminder.
  - *Reset Password:* If you want to change your previously set password either for security reasons or because you can't remember it despite the password hint. Your newly chosen password will be emailed to your WebMail account.
  - *Set Up Password:* To set your password for the first time. Your password will be emailed to your WebMail account.

## How to Get Help

- **Academic/Administrative issues**, including questions about the program, admissions, course registration, academic advising, etc.: Contact the Office of Online Programs at 201-692-7357 or at [online@fdu.edu](mailto:online@fdu.edu).
- **Account issues** (including bill, payment or grade report, etc): Contact **Enrollment Services** at 201-692-2206.
- **Course-related problems** (course requirements, assignments and their due dates, course material, etc): Contact your **Course Instructor** using email or phone as provided in the WebCampus course under "Faculty Information" or as given by the individual instructor.
- **FDU Bookstore (Metro Campus) orders**: 201-692-2093 / 201-836-7818.
- **Financial Aid questions** (student loans, grants, etc): Contact the **Financial Aid Office** at 201-692-2363. **FAQs**: <http://view.fdu.edu/default.aspx?id=402>
- **Veterans Services Office** (e.g. GI Bill): Contact Associate Director, Jeffrey Dunn, at [jeffrey\\_dunn@fdu.edu](mailto:jeffrey_dunn@fdu.edu) or 201-692-7085.
- **WebCampus, WebMail or WebAdvisor**: Contact the Fairleigh Dickinson University Technical Assistance Center (FDUTAC) anytime at 973-443-8822 or at [fdutac@fdu.edu](mailto:fdutac@fdu.edu). For quickest service have your (7-digit) FDU student ID number handy.
- **WebAdvisor** (only): Email [webadvisoradmin@fdu.edu](mailto:webadvisoradmin@fdu.edu).

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