

# Instructions for Accessing the GTA Orientation Modules

There are two main steps to access the GTA Orientation Modules:

- I. Activate your MyID (if needed)
- II. Log into eCampus

## I. Activate your MyID

The eCampus course management system requires that your MyID credentials be current, so follow the steps below to activate your MyID if needed. If your MyID is already activated, skip to section II.

1. Go to <http://myid.wvu.edu> and click on the **Claim Account** button.

The screenshot shows a web interface for MyID account management. At the top, there is a header with the text "If you'd like to simply view the status of your account, you may do so now without calling the Service Desk." and a button labeled "Check Account Status". Below this, there are four main sections, each with a title and a description, and a corresponding button with a question mark icon:

- Claim Account:** "New users of the system will want to go through this process to synchronize their account passwords." Button: "Claim Account".
- Change Password:** "Passwords need to be changed at least once every 90 days for individuals with a HIPAA compliance requirement and every 180 days for all others." Button: "Change Password".
- Forgot Password:** "If you cannot recall your password but remember your security questions, this option will help you reset it." Button: "Forgot Password".
- Reset Account:** "If you have been locked out of your account, this option will help you reset it without having to call the Service desk." Button: "Reset Account".

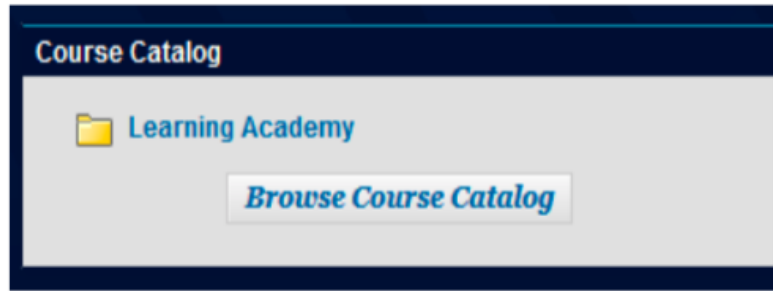
2. Complete the information that is requested:
  - a. First Name
  - b. Last Name
  - c. Date of Birth
  - d. WVUID Number
  - e. Validation question
  - f. Security question

## II. Log into eCampus

1. Go to <https://ecampus.wvu.edu>
2. Enter your MyID for the username and then enter your password, then click on the **Login** button.

The screenshot shows the "eCampus Login" page. It features a header with the text "This login is only for the WVU Main Campus, Potomac State, WVU Tech, Continuing & Professional Education, Learning Academy, Showcase, and Development System." Below the header, there are two input fields: "Username:" with "MyID" entered, and "Password:" with "\*\*\*\*\*" entered. Below the password field is a link that says "Forgot Your Password?". At the bottom of the form is a blue button labeled "Login".

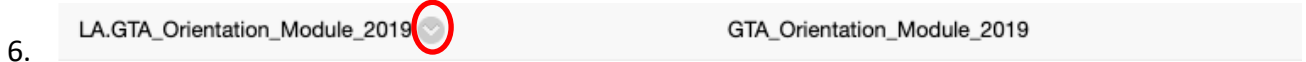
3. Locate the **Learning Academy** box that is toward the bottom right of your screen. Click on the **Browse Course Catalog** button.



4. In the Search Catalog section, type **GTA** and then click on **Go**.



5. Click on the **Chevron** next to 2019 and select **Enroll**.



**Important! Be sure to type the Access Code exactly as it appears because it is case sensitive.** Enter the **Access Code OOCDWV3S** and then click on the **Submit** button.

Access Code

7. The system will take you to a configuration page. Click on the **OK** button in the bottom right corner.
8. You will now be taken to the GTA Orientation Modules and can begin working on them.

