

Instructions for Accessing the GTA Orientation Modules

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

- I. Activate your MyID (if needed)
- II. Setting up Duo Mobile
- III. 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 <https://login.wvu.edu/self-service> and click on the **Claim Account** button.

YOUR ACCESS TO WVU

If you are paid by both WVU and WVU Medicine, or you are a medical resident, manage your account at [WVU Medicine](#).

Forgot your password or need to change it? Confirm your identity and pass the required cybersecurity quiz first. Forgot or Change Password	Enter your information to claim your account, take the cybersecurity quiz and add recovery contact information. Claim Account
Former Students: Enter your WVU username and birthdate to create a new password and access WVU services, like MIX (G Suite) and STAR. Manage Alumni Account	If you don't remember your WVUID number, enter your personal information to look it up. Look Up WVUID
If you've already set up Duo two-factor authentication, you can print codes as a backup, add a token to your account or resync a token. Print Backup Codes or Add Duo Token	If you've failed to log in too many times, confirm your identity to unlock your account. Unlock 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. Set up Duo Two-Factor Authentication

1. Go to <https://wvu.teamdynamix.com/TDClient/1976/Portal/KB/?CategoryID=3626>
2. Watch the YouTube link and read through the articles to set up your authentication.
3. You will need this authentication every time you login to a WVU system



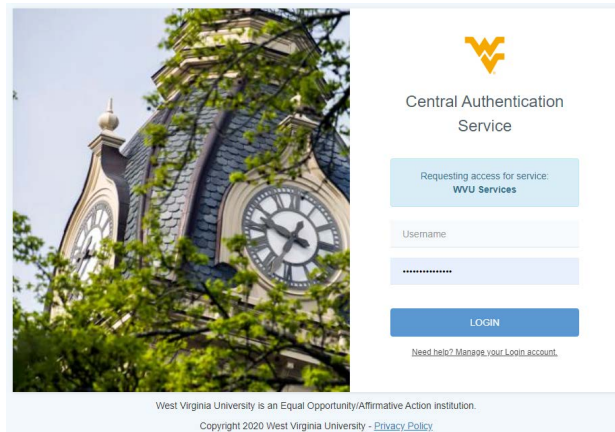
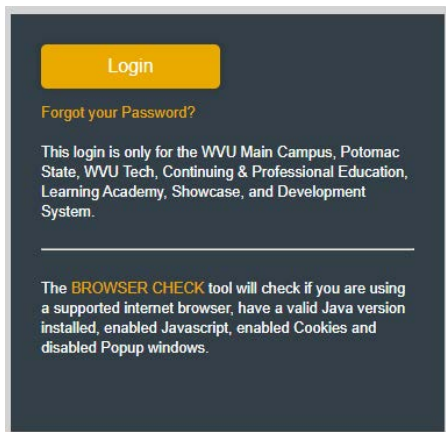
Duo Two-Factor Authentication

Learn how to set up Duo, generate backup codes, add a device and more.

To get started, watch the introduction video at <https://www.youtube.com/watch?v=Yj5f1ZOLDHg&t> and review the articles below.

III. Log into eCampus

1. Go to <https://ecampus.wvu.edu>
2. Click on the "Login" button. You will be redirected to a Central Authentication Service login. Enter your MyID and password. Once you authenticate, you will be redirected back to eCampus.



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.

Search Catalog Course Name Contains **GTA** AND Creation Date Before 08/02/2021 

5. Click on the **Chevron** next to 2021 and select **Enroll**. (You have to hover over the text for it to appear).

LA.GTA_Orientation_Module_2021  TA Orientation Module 2021 Allegra Cornaglia, Lydia Mong, Amy Kuhn, John Oughton Required modules for new Graduate Teaching Assistants

6. Important! Be sure to type the Access Code exactly as it appears because it is case sensitive. Enter the **Access Code XV5CQF71** and then click on the **Submit** button.

ENROLL IN COURSE: GTA ORIENTATION MODULE 2021 (LA.GTA_ORIENTATION_MODULE_2021)

Instructor:

Allegra Cornaglia, Lydia Mong, John Oughton, Amy Kuhn

Description:

Required modules for new Graduate Teaching Assistants

Categories:

Education:Higher Education

*This course requires an enrollment access code from the instructor. Enter the enrollment access code and click **Submit** to enroll.*

Access Code|

XV5CQF71

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.



The screenshot shows a web interface. On the left is a navigation menu with the following items: "GTA_Orientation_Module_2019" (expanded), "Graduate Teaching Assistant Orientation", "Start Here", and "Orientation Modules". On the right is a large banner with a blue gradient background and white text that reads "Graduate Teaching Assistant Orientation". To the right of the text is a small image of three students.