



HOW TO USE ANGEL FOR YOUR ONLINE CLASSES AT SUNYORANGE



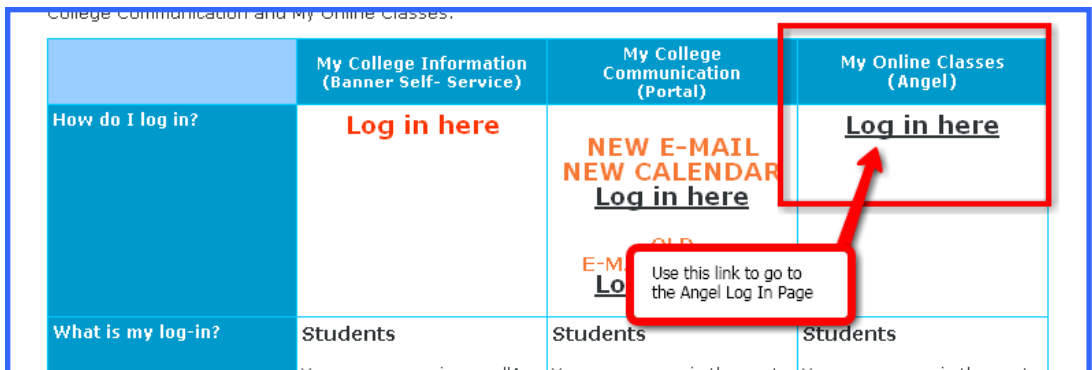
Congratulations! You have registered for an online class at Orange County Community College.

SUNY Orange has teamed up with the SUNY Learning Network and Angel Learning Management Systems to host our online environment. As a SUNY Orange student, you will be using the Angel Learning System to access your online course(s).



Our current version of Angel is 7.3. You will need a Username and a Password to sign into Angel. To get to the Angel login page, first access the SUNY Orange home page at <http://www.sunyorange.edu> and click on either of the links for MySUNYOrange (see picture above). These links will take you to the MySUNYOrange page pictured below. (You can also access this page directly by typing "my.sunyorange.edu" in your browser address bar).

From the MySUNYOrange page, click the "Log in here" link under "My Online Classes (Angel)" and you will be taken to the Angel login page.



Your **Username** for Angel is the first part of your SUNY Orange email address (before the @ sign) followed by "-ORA". (Example: if your name was Any Body and your email address was ab@sunyorange.edu, your Username would be ab-ORA).

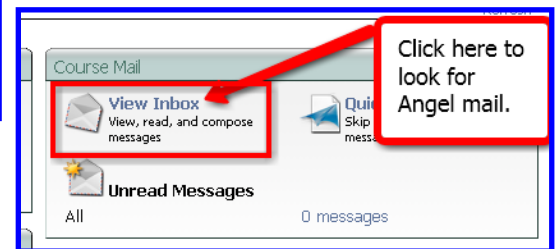
If you have not logged in to Angel before, your password would be your date of birth in the mmddyy format (example: 091290) or your six-digit Banner Self-Service PIN. (If you have logged into Angel before, your password will remain unchanged from your last log in.)





When you are logged in you will see your Angel Home Page, and a "Courses" box which displays links to the course(s) you are enrolled in. Click the name of the course to "enter" that class. Instructors have individual requirements for each course, so look for an announcement or an email from your instructor on how to proceed.

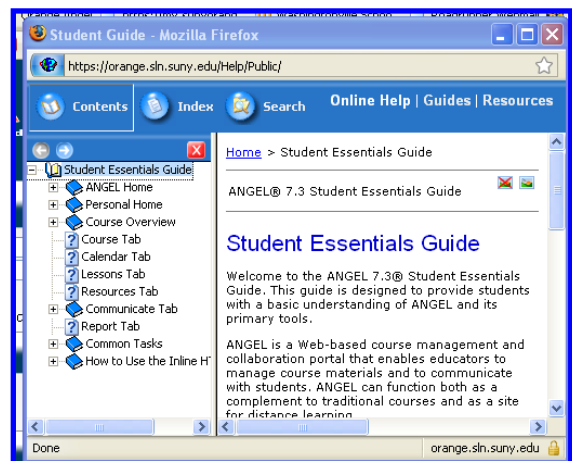
Angel mail can only be read or replied to when you are logged on, so be sure to click on your Angel Inbox to read messages from your instructor or classmates. (See picture)



WHAT IF I NEED MORE HELP?



The Angel Student User Guide can be accessed by clicking the question mark icon on the login page. The Student Essentials Guide (see picture below) will be displayed. You can use the Index within the Guide to search for a specific help topic. You can also click on "Guides" in the upper right to download the full Student Manual to your computer for reading offline.



If you need technical assistance with Angel, you can contact the SLN Helpdesk during their normal business hours via phone at 1-800-875-6269 or 518-443-5617.

The SLN Help Desk office hours are: Monday - Thursday 8:00AM to 9:00PM, Friday 8:00AM to 5:00PM, Saturday 1:00PM to 5:00PM, and Sunday 1:00PM to 9:00PM EST.

You can also send an email to the SUNY Orange Help Desk: helpdesk@sunyorange.edu, or contact Maureen Larsen, Coordinator of Instructional Technology by calling 341-4484 or sending an email to mlarsen@sunyorange.edu

Finally, check out the Online Learning pages on the SUNY Orange website for more information and helpful tips! <http://www.sunyorange.edu/ol>