

# How to Access Your Course in eCollege

## Accessing Your Course

1. Open a web browser
2. Enter the url address [www.hartnell.org](http://www.hartnell.org)
3. Read the welcome page for important information about accessing your course such as when it is available and how to login.

## What's My User Name

In the "User ID" box enter your Hartnell Student ID  
no beginning zeros  
ID# 0012345 = 12345

You can Find your ID by

1. On the back of your CatCard
2. Logging into PAWS and clicking on "My Profile" it is shown under your name.
3. On a printed registration receipt

## What's My Password

If you are new to eCollege, your password is **student**. This is a generic password, please change it as soon as you login in for the first time. **AND WRITE IT DOWN.**

**IMPORTANT** If you have used eCollege at Hartnell College previously use the last password you had.

Welcome Technical Requirements Is Online Learning For Me?

Welcome

We have a **NEW LOGIN**.  
The first day to access Hartnell College Online classes is **the Friday before the semester begins**; please check the college [calendar](#) to verify the date.

**NEW LOGIN.**  
The Friday before the semester starts, if you have done all of the above, you will be able to access your class:

1. In the "User ID" box enter your Hartnell Student ID (no beginning zeros - ID# 0012345 = 12345)

You can Find your ID by

1. On the back of your CatCard
2. Logging into PAWS and clicking on "My Profile" it is under your name
3. On a printed registration receipt

2. In the "Password" box enter the default password of "student"

If you have taken online courses with Hartnell before, you may have changed your password. In this case the word "student" will no longer work. Use the last password you entered into the "my profile" section of the course. If you cannot remember your password, please check [here](#).

**In order to log into your online class you need to do the following:**

1. Enroll in the class through Hartnell College Admissions.

It takes 24 hours, once enrolled with A&R, to gain access into eCollege

2. File a current email address with Hartnell College Admissions.

If you do not have an email address you can get a free one at these websites:  
<http://mail.yahoo.com> , <http://www.hotmail.com>

Done

## HELP!

I am still having trouble logging into my online class.

What do I do?

1. Send an email to [helpdesk@hartnell.org](mailto:helpdesk@hartnell.org)
2. Send an email to your instructor which can be accessed at [www.hartnell.edu/employees](http://www.hartnell.edu/employees)
3. Visit the Academic Learning Center or call eCollege at 303-873-0005