

Sakai: Granting Access

To access Sakai, a user must have a login ID and a password. The login ID can be either their 9-digit URI Employee ID or their e-Campus user ID. The password must be the same as that of their @mail.uri.edu email account. Below are instructions for granting a Sakai login ID and establishing a Sakai password for the following individuals:

- **New Faculty and New Per Course Instructors**
- **Current and Previous Instructors, and Graduate Student Instructors**
- **Potential Instructors (Creating a Course for Approval)**

New Faculty & New Per Course Instructors:

Department's Task(s):

1. Enter the new faculty or per course instructor job into e-Campus. If you need help with the hiring process, contact Paula Murray (HR) at 874-2417 for assistance.
2. Next, email Ken Sisson (ES) at ksisson@uri.edu requesting that the person be listed as the instructor of record. In your email, provide:
 - the term
 - the instructor's name
 - their 9-digit URI employee number
 - the course and course section

Instructor's Task(s):

Once you have hired the instructor, advise them to create an e-Campus user ID, activate their URI email account on the *mail.uri.edu* server, and choose a password. This password will be needed for the Sakai login password. Instructions to do this are at: <http://www.uri.edu/its/communications/email>
Click on **Faculty** at the top of the page and follow instructions.

Current and Previous Instructors, and Graduate Student Instructors:

Department's Task(s):

Since these individuals already have a 9-digit URI employee/student number, just email Ken Sisson (ES) at ksisson@uri.edu requesting that the person be listed as the instructor of record. In your email, provide:

- the term
- the instructor's name
- their 9-digit URI employee/student number
- the course and course section

Instructor's Task(s):

Advise the instructor to activate their URI email account on the *mail.uri.edu* server (if they have not already done so) and choose a password. This password will be needed for the Sakai login password. Instructions to do this are at: <http://www.uri.edu/its/communications/email>
Click on **Faculty** at the top of the page and scroll to **Activating Your Email Account**.

Potential Instructors (Creating a Course for Approval):

If an individual needs Sakai access to develop a course for approval, they should be added as a Participant in a new Sakai project site by their department chair or a person designated by the department who has Sakai access. If necessary, call Paula Murray at 874-2417 for instructions on adding a Participant on a Sakai site.

Questions can be directed to Paula Murray in Human Resources at 874-2417 or at pmurray@mail.uri.edu.