

## HOW TO ACCESS ONLINE RESOURCES

### The 10 Simple Steps to Accessing all Faculty Materials Online

1. Go to, [www.MJI.edu](http://www.MJI.edu)
2. Click on left tab titled, **MJI online**
3. Click on dropped down tab titled, **Login**
4. Scroll down and click on large **MJI SAKAI** logo

**NB: You can skip the first four steps by using the following URL and then bookmarking it for future use:**

<http://76.241.183.122:8080/portal/>

5. Log in with the username and password provided to you by Prof. Kerry Sanders ([ksanders@mji.edu](mailto:ksanders@mji.edu) or 248-414-6900 ext. 104)
6. On the turquoise menu bar near the top of your screen click on **Faculty**

**If you do not see the “Faculty” option on the turquoise menu bar, click on “my workspace”. Then click on the “worksite setup” option on the left side of your screen. Then click on the “faculty” option within “selections”. The “Faculty” option should now appear on the turquoise menu bar atop your screen. Click on it.**

7. Click on the **Resources** option on the left hand side of your screen.
8. At this time, you should see three folders (more will be added as time permits)
  - a) ACICS Criteria: contains MJI’s accreditation criteria
  - b) Faculty orientation files: contains all files listed at end of your faculty orientation memo
  - c) Syllabi: contains all current MJI generic syllabi

**Folders with a large number of files may take a few moments to open**

9. Open a folder of interest and click/download the file(s) you need
10. Log out when done

**For technical assistance please contact Prof. Kerry Sanders  
([ksanders@mji.edu](mailto:ksanders@mji.edu) or 248-414-6900 ext. 104)**