

HOW TO ACCESS ONLINE RESOURCES

The 10 Simple Steps to Accessing Faculty Materials Online

1. Go to, www.MJI.edu
2. Click on left hand tab titled, **MJI online**
3. Click on dropped down tab titled, MJI Online **Login**
4. Scroll down and click on large **MJI SAKAI** logo in the center of the page.

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

<http://sakai.mji.edu/portal/>

5. Log in with the username and password provided to you by the MJI Help Desk
(helpdesk@mji.edu or 248-414-6900 ext. 119)
6. At the top of your screen click on the tab titled “*Faculty*”.

If you do not see the “Faculty” tab option at the top of the screen, click on “Worksite Setup” option from the left side menu of your screen. Then click on the “Faculty” option within “selections”. The “Faculty” option should now appear as a tab option at the top of your screen. Click on it.

7. From the left hand menu, click on the **Resources** option on.
8. You are now in the Faculty Resources area. At this time, you should see four folders (more will be added as time permits)
 - a) ACICS Criteria: contains MJI’s accreditation criteria
 - b) Faculty Orientation: contains all files listed at end of your faculty orientation memo
 - c) MJI Policies and Procedures: contains MJI’s policies, procedures and various forms
 - d) Syllabi: contains all current MJI generic syllabi

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

9. Click on either the folder or a folder title to open a folder of interest and click/download the file(s) you need
10. When finished, click on “Log Out” in the upper right hand corner of the page.

For technical assistance please contact the MJI Help Desk (helpdesk@mji.edu or 248-414-6900 ext. 119)