

Using Educator at Hendrix College Student Information Sheet

Your professor is using Educator this semester. The following information will help you access your courses in the system:

1. Go to the Hendrix home page, and Educator is one of the choices in the Quick Links menu on the right side of the home page, **or** go to the following Internet address: <http://classes.hendrix.edu>
2. NOTE: Your username for Educator is different than the one for Campus web. In Educator, key in your username (everything before the @ sign in your Hendrix e-mail address—example, student jonesxy@hendrix.edu would have a username of jonesxy in Educator).
3. If you have NOT used Educator before, your password will be changeme on the first login, and you will be prompted to change your password. NOTE: If you have used Educator in prior semesters, your password is still the same as when you last used the system. IF you cannot login, go to step 8.
4. After successfully logging in, you will see all of your credit courses in Educator if your instructor has elected to use Educator. If you don't see your class listed, the professor probably isn't using it for the semester, or they have not uploaded materials to the site yet. Choose the course you want to enter and go into the course.
5. The Navigation bar at the left will have the features that your professor plans to use in your class. Each faculty member decides which features of the interface he/she wishes to use, and some courses/sublinks may not have materials in them.
6. Remember that all mail coming from your professor related to your course will be sent to your Hendrix e-mail account, so be sure to check your Hendrix email account on a regular basis.
7. Be sure to use the listing for technical support if you are having problems with Educator. Also, please **Logoff** (found in the Navigation bar at left) when your session is over, or close the browser window.
8. Should you have problems logging in, please fill out the red and blue form, **filling in all blanks including your new password preference**, that pops up when there is a failed login attempt. You will be contacted and your password will be reset your password in Educator. That form is shown below:

The username and/or password may not be found in the system. Please check the spelling and try again.

HCFE ONLINE	
USERNAME	<input type="text"/>
PASSWORD	<input type="password"/>
<input type="button" value="Logon"/> <input type="button" value="Reset"/>	

If you are unsure of your username and/or password, you can fill out the Username/Password/Feedback Form below:

Your Name	<input type="text"/>
Username*	<input type="text"/>
Password*	<input type="password"/>
E-Mail Address	<input type="text"/>
Phone Number	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

* Please note that for security reasons, all the information above, including phone number, is required.

9. If your professor is using Educator in class, please access your account in advance of assignments being due to ensure that you can login and get to your class online.