Welcome to online learning! This guide explains how to access your course, email, and student records at FDU. Important contacts are listed on the last page.

WebCampus: You will use FDU’s WebCampus to participate in your online course throughout the semester to access course material, receive and submit assignments, and engage in exchanges with classmates and your instructor. WebCampus uses Blackboard 9.0 software.

Accessing Your Course:

In order to access your course, you must have an FDU WebMail account. You can apply for an FDU WebMail account online at [http://webmail.fdu.edu](http://webmail.fdu.edu) (see instructions below). A few days after you have created your WebMail account, you will be able to log in to our WebCampus.

1. Point your browser to [http://webcampus.fdu.edu](http://webcampus.fdu.edu).
2. Enter your FDU WebMail username (e.g. name@student.fdu.edu) and your FDU WebMail password in their respective boxes and click Login.
3. All of the courses for which you are registered will be listed in the box titled My Courses on the right side of the window. Click on the appropriate course link to access course contents.

Course Information & Course Material:

- You can access the course syllabus, text book information, readings, assignments, links and requirements by clicking on the buttons or text links (such as Course Information, Course Documents, etc.) located on the left panel. Be sure to check the Announcements section, shown on the very first page each time you enter a course, for recent and important information from your instructor.
• You can access the Blackboard Student Manual from within your course by clicking on Tools (located on the left panel of the screen) and selecting User Manual.

Please note: Course content may not be available until classes officially begin.

Ordering Book(s):

Obtain the required text information listed by your instructor in your WebCampus course. You can purchase traditional and e-books from the FDU Metropolitan Campus Bookstore via phone at: 201-692-2093 and 201-836-7818; or by using their online option. Books can also be purchased from other online vendors or directly from the publisher. Book rental is another option available from many sources.

To order through the FDU online bookstore:
• Go to FDU bookstore directly at: http://www.fdu.bkstr.com
• Click on the Textbooks and Course Materials button; then
• Select Your Program: Metropolitan Campus
• Select the appropriate Term, Department (e.g. ENGL), Course (e.g. 1112) and Section (e.g. E2D).
• Click Submit. The book(s) for the course will be listed; choose the one(s) you wish to purchase.

WebMail: WebMail is the official email used by FDU faculty, staff and students. All students taking an online class are required to create a WebMail account. WebMail user login is also required to access other helpful resources such as the University Library databases.

Creating your WebMail account:

• Open a Web browser and navigate to WebMail: https://webmail.fdu.edu.
• Follow the instructions under “Create New Account.”
• Please note the following:
  ▪ Online students should select Metro Campus (Teaneck/Hackensack).
Be sure to use a four-digit birth year.

Do not use hyphens when entering your Social Security number.

E-mail can be addressed to either your PRIMARY E-MAIL ADDRESS (e.g. albert_einstein@student.fdu.edu) or your LOGIN NAME (e.g. einstein@student.fdu.edu).

If you are having trouble being validated, please contact FDU’s technical support. (973-443-8822).

For a complete WebMail Help Guide, go to: http://webdocs.fdu.edu/index.html

**WebAdvisor**: WebAdvisor is a Web interface that allows you to access information contained in the administrative database used by Fairleigh Dickinson University. Using WebAdvisor, you can access your student records to **view and print grade reports, transcripts, and tuition statements**. After registering for your first course, a WebAdvisor user ID and password are usually emailed to your WebMail account. NOTE: WebAdvisor will not accept your WebMail login information.

**If you do not remember (or did not receive) your WebAdvisor user ID:**
- Open a Web browser and navigate to WebAdvisor: http://webadvisor.fdu.edu.
- Click on **Account Information** at the bottom of the screen.
- Click on **What’s my User ID**?
- Enter your last name and either your Social Security Number or Datatel (FDU, 7-digit) ID Number.
- Your WebAdvisor User ID will be displayed on the screen.

**If you do not remember (or did not set up) your WebAdvisor password:**
- Open a Web browser and navigate to WebAdvisor: http://webadvisor.fdu.edu.
- Click on **Account Information** at the bottom of the screen.
- Click on **What's my password**?
- Select the desired option:
  - **Show Password Hint**: If you forgot your previously set password and want to see your reminder.
  - **Reset Password**: If you want to change your previously set password either for security reasons or because you can’t remember it despite the password hint. Your newly chosen password will be emailed to your WebMail account.
  - **Set Up Password**: To set your password for the first time. Your password will be emailed to your WebMail account.

**Getting Help:**

- **Academic/Administrative issues**, including questions about the program, admissions, course registration, academic advising, etc.: Contact the Office of Online Programs at 201-692-7357 or at online@fdu.edu.

- **Account issues** (including bill, payment or grade report, etc): Contact **Enrollment Services** at 201-692-2206.
• **Course-related problems** (course requirements, assignments and their due dates, course material, etc): Contact your **Course Instructor** using email or phone as provided in the WebCampus course under "Faculty Information" or as given by the individual instructor.

• **FDU Bookstore (Metro Campus) orders**: 201-692-2093 / 201-836-7818.

• **Financial Aid questions** (student loans, grants, etc): Contact the **Financial Aid Office** at 201-692-2363. **FAQs**: [http://view.fdu.edu/default.aspx?id=402](http://view.fdu.edu/default.aspx?id=402)

• **Veterans Services Office** (e.g. GI Bill): Contact AJ Luna at [ajluna@fdu.edu](mailto:ajluna@fdu.edu) or 201-692-7085.

• **WebCampus, WebMail or WebAdvisor**: Contact the Fairleigh Dickinson University Technical Assistance Center (FDUTAC) anytime at 973-443-8822 or at [fdutac@fdu.edu](mailto:fdutac@fdu.edu). For quickest service have your (7-digit) FDU student ID number handy.

• **WebAdvisor**: Email [webadvisoradmin@fdu.edu](mailto:webadvisoradmin@fdu.edu).

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