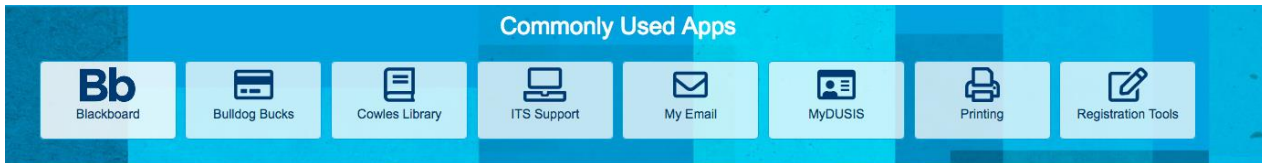


CONNECTING WITH THE DRAKE UNIVERSITY SCHOOL OF EDUCATION

myDrake

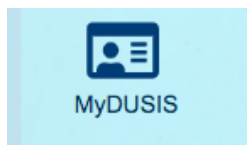


myDrake is the campus portal. The Drake portal both connects a student with Drake SOE and provides single sign-on for other web-based applications like Blackboard, Webmail and MyDUSIS and provides access to many resources including technology services, student accounts, and Drake directories.

To connect to the portal, follow the directions below:

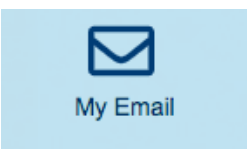
1. **Before you can log into any Drake systems, including myDrake, you need to reset your password.** Please visit <https://password.drake.edu> and follow the directions on each screen. Your initial password to be used with the password reset system is based your birthdate with a # sign in the middle-MmmDD#YYYY (ex. Jul23#1997). For additional assistance resetting your password, please refer to our online directions at <https://drake.teamdynamix.com/TDClient/KB/ArticleDet?ID=21338>.
2. Visit my.drake.edu.
3. Enter your user name (your 9-digit Drake ID number) or your drake.edu email address.
4. Enter your updated password.
5. Click the Sign In button.
6. Once you enter your username and password, you will be able to access the online services shown above.

If you forget your password after changing it using the directions above, you can reset it anytime by going to <https://password.drake.edu/forgotPassword/>, or, you can call the Support Center at 515-271-3001. You can also access how-to guides for using campus technology or report any technology issues by clicking on the ITS Support button in the Commonly Used Apps section.



MyDUSIS

Contains course descriptions, schedules, calendars, unofficial transcripts, and student resources. You will also register for classes here.



Drake Email

All official communication from the Drake University School of Education will be sent to this account.



Blackboard

Here you can access a web-assisted or web-based course by using your Drake ID and password. You can also access it by visiting <https://drake.blackboard.com>. You must enable "Cookies" in your internet browser to use Blackboard. If you experience difficulties, contact the Support Center at 515-271-3001 or submit a request at service.drake.edu/its. Support Center hours are Monday-Thursday 8:00 a.m.–6:00 p.m.; Friday 8:00 a.m.—4:30 p.m. but 24/7 after hours phone support is available.

PLEASE SEE OTHER SIDE FOR ADDITIONAL RESOURCES



SCHOOL OF EDUCATION STUDENT RESOURCES

Please refer to and bookmark this website for more information:
<http://www.drake.edu/soe/about/currentstudents/>



MICROSOFT OFFICE SUITE SOFTWARE

As a degree-seeking student, you may download a complimentary copy of Microsoft Office Suite software. To access this software, please visit **myDrake** and select Software Downloads in the Learning Resources section.



DRAKE ID

If you are registered for classes, you may get a Drake photo ID at Student Services Center in Olmsted Center (main level). During fall and spring semesters, this office is open Monday-Thursday 8:00 am to 6:30 pm, Friday 8:00 am to 4:30 pm, and Sunday 12:00 to 4:00 pm (shortened hours for breaks and holidays). IDs can be obtained throughout the summer for new fall students and after mid-December for new spring students. Cards will activate after the semester has begun. If you cannot come to campus during these hours, special arrangements for obtaining a Drake photo ID may be made by calling 271-2000. There is no cost for your first ID. If an ID is lost there is a \$25.00 fee to replace it.



COURSE VALIDATION

Students are required to validate their enrollment by attending the first class meeting for each course on their schedule. Failure to attend the first class or to make prior arrangements with the professor will result in the student being dropped from that course.



CAR REGISTRATION

Registered vehicles may be parked in all Drake parking areas. Registrations are valid for either one semester or one year, beginning the first day of the semester. Parking passes may be purchased online via **myDrake** under Campus Resources. Please pick up and/or purchase the parking pass in Student Services Center, main level Olmsted Center, during regular business hours. You will find current parking rates and information at <http://www.drake.edu/publicsafety/parking/>.



FINANCIAL AID AND LOAN DEFERMENTS

Registered students may defer loan payments by contacting the Federal Department of Education and requesting deferment forms for the Federal Stafford Loan (www.studentloans.gov or 1-800-848-0979) The completed deferment forms should be forwarded to Drake's Registrar for verification of student enrollment status. Students must be enrolled in at least 6 hours to be eligible for loan deferment. Questions about enrollment status can be directed to the office of the Registrar: 1-800-443-3901. For additional questions, please contact the Drake Student Loan Office 1-800-443-3174 or Office of Student Financial Planning 1-800-443-2905.

Students wishing to receive financial aid must be fully admitted 30 days prior to the ending date for each enrollment term. These deadlines are firm and non-negotiable.

ADMISSION POLICY FOR GRADUATE WORK

Non-admitted students may be able to complete up to 7 credit hours before completing the admission process. After 7 hours, students must be admitted or further registration will not be possible. Waivers must be submitted to the Associate Dean by a program advisor for approval.

DRIVING DIRECTIONS AND CAMPUS MAP

You will find directions and maps at: <http://www.drake.edu/visit/directions/>.

DRAKE UNIVERSITY SCHOOL OF EDUCATION WISHES YOU EVERY SUCCESS IN PURSUING YOUR DEGREE