



Connecting with Drake University New Student Checklist - Graduate

Completed	
	<p>Student ID Number. You will receive your student ID number upon acceptance.</p>
	<p>Set up your computer and Internet access. Check University technology recommendations at Student Technology Resources.</p>
	<p>Connect to myDrake, follow the directions below:</p> <ul style="list-style-type: none"> ○ First, you'll 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: 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. ○ Visit my.drake.edu with your internet browser. ○ Enter your user name (your Drake ID number in 9 digits) in the login box. ○ Enter your updated password in the login box. <p>Click the Login button.</p>
	<p>Register for your first class. Your Enrollment Specialist will provide assistance.</p>
	<p>Check out the Drake Online Student Orientation course. You will be enrolled in the course shortly after acceptance. You will receive a confirmation email with additional details.</p> <p>Objectives:</p> <ul style="list-style-type: none"> ● View contact information for university departments. ● Learn how to request accommodations (if needed). ● Review technical skills needed to be a successful online student. ● Review minimum technologies needed. ● Review how to contact Technical Support. ● Review Software Recommendations, Blackboard support and Lynda.com. ● Review Academic Rules and Expectations. ● Review the rules of Netiquette.
	<p>Access your email, Blackboard, and account information through the links below.</p> <ul style="list-style-type: none"> ● Email: outlook.com/drake.edu ● Blackboard: drake.blackboard.com ● Student Account: my.drake.edu

	<p>(Optional) Set up your MicroSoft Office Suite Software:</p> <ul style="list-style-type: none"> To access this software, please open your myDrake portal account and click on the Support Center tab at the top of the page. Then click on E-academy software access in the first box on the left under Electronic Software Downloads. Select the product you wish to download. Click add to cart. Click check out. Select continue. Accept the terms. Answer the questions. Complete payment.
	<p>Finalize Financial Aid / Student Account documents.</p> <p>Contact Student Financial Planning at financialaid@drake.edu or 515-271-2905 for additional questions regarding Financial Aid.</p> <p>Or contact Office of Student Accounts at stuacct@drake.edu or 515-271-2151 for employer reimbursement and billing questions.</p> <p>*As a reminder, tuition and fees are due before the first day of class unless other arrangements are made.</p>
	<p>Order textbooks.</p> <ul style="list-style-type: none"> You can find your textbooks at Drake University's Bookstore, or any vendor of your choosing.
	<p>Access the Cowles Library.</p> <p>You may also have the option to borrow textbooks through the library. Contact Marcia Keyser at marcia.keyser@drake.edu or 515-271-3989.</p>
	<p>Become familiar with the Blackboard learning management system through website resources or video tutorials.</p>
	<p>If you were admitted with unofficial transcripts, you will need to order official transcripts within 30 days after starting your first class. Additional details can be provided by your enrollment specialist. Send to:</p> <p>Online Enrollment Office ATTN: Drake University 8201 Peters Road, Suite 3400 Plantation, FL 33324</p> <p>Or email: drakeonlinetranscripts@drake.edu</p>
	<p>Contact your advisor with any questions.</p> <p>BAJMC, MAC, MSE, MDAL/MSBA, MSHIA, and MJ Students: Kara Wendelin Carnahan, at kara.wendelin@drake.edu, 515-271-2674</p> <p>MBA and MPA Students: Jenny Jones, at jenny.jones@drake.edu, 514-271-2188</p>

IMPORTANT PHONE NUMBERS

Drake University Toll Free Number	www.drake.edu	1-800-443-7253
Office of Student Financial Planning		515-271-2905
Student Accounts Office		515-271-2151
Information Technology Services		515-271-3001
Registrar		515-271-3901