



Connecting with Drake University New Student Checklist - Undergraduate

Student ID Number.

You will receive your student ID number upon acceptance.

Set up your computer and Internet access.

Check University recommendations at [Student Computer Recommendations](#).

Connect to [myDrake](#), follow the directions below:

- **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.

Click the Login button.

Register for your first class. Your Enrollment Specialist will provide assistance.

Check out the Drake Online Student Resources course. You will be enrolled in the course shortly after acceptance. You will receive a confirmation email with additional details.

Objectives:

- 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 and Blackboard support.
- Review Academic Rules and Expectations.
- Review the rules of Netiquette.

Access your email, Blackboard, and account information through the links below.

- Email: outlook.com/drake.edu
- Blackboard: drake.blackboard.com
- Student Account: my.drake.edu

(Optional) Set up your free MicroSoft Office Suite Software:

- 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.

Finalize Financial Aid / Student Account documents.

Contact Student Financial Planning at financialaid@drake.edu or 515-271-2905 for additional questions regarding Financial Aid.

Or contact Office of Student Accounts at stuacct@drake.edu or 515-271-2151 for employer reimbursement and billing questions.

*As a reminder, tuition and fees are due before the first day of class unless other arrangements are made.

Order textbooks.

- You can find your textbooks at [Drake University's Bookstore](#), or any vendor of your choosing.

Access the [Cowles Library](#).

You may also have the option to borrow textbooks through the library. Contact Marcia Keyser at marcia.keyser@drake.edu or 515-271-3989.

Become familiar with the [Blackboard](#) learning management system through [website resources](#) or [video tutorials](#).

Locate Drake's calendars and policies

- [Academic Calendar](#)
- [Events Calendar](#)
- [Student handbook](#)
- [Undergraduate and graduate catalogs](#)

(Optional) Disability Services

We have an office dedicated with full time staff to help coordinate accommodations for our students with disabilities. The Disability Services Office works in partnership with students, faculty, staff, and guests of the University to eliminate or minimize barriers and facilitate inclusion on campus. Visit [Disability Services website](#) for additional information as needed.

Set up your Starfish profile

Visit the Starfish link in [Http://my.drake.edu](http://my.drake.edu).

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:

Online Enrollment Office
ATTN: Drake University
8201 Peters Road, Suite 3400
Plantation, FL 33324

Or email: drakeonlinetranscripts@drake.edu

Contact your advisor with any questions.

Kara Wendelin Carnahan, at kara.wendelin@drake.edu, 515-271-2674

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

