

## Sakai: Granting Access

To access Sakai, a user must have a login ID and a password. The login ID can be either their 9-digit URI Employee ID or their e-Campus user ID; the password must be the same as that of their *@uri.edu* email account. Potential instructors can be added as a Participant by their Department Chair until they are hired and get their employee ID.

Below are instructions for granting a Sakai login ID and establishing a Sakai password for the following individuals:

- **New Faculty and New Per Course Instructors**
- **Current and Previous Instructors, and Graduate Student Instructors**
- **Potential Instructors (Creating a Course for Approval)**

### New Faculty & New Per Course Instructors:

#### Department's Task(s):

1. Enter the new faculty or per course instructor job into e-Campus. If you need help with the hiring process, contact Paula Murray (HR) at 874-2417 for assistance.
2. Next, email Ken Sisson (ES) at [ksisson@uri.edu](mailto:ksisson@uri.edu) requesting that the person be listed as the instructor of record. In your email, provide:
  - the term
  - the instructor's name
  - their 9-digit URI employee number
  - the course and course section

#### Instructor's Task(s):

Once you have hired the instructor, advise them to create an e-Campus user ID, login to their URI email account, and choose a password. This password will be needed for the Sakai login password. Instructions to do this are at: <http://www.uri.edu/its/communications/email>

### Current and Previous Instructors, and Graduate Student Instructors:

#### Department's Task(s):

Since these individuals already have a 9-digit URI employee/student number, just email Ken Sisson (ES) at [ksisson@uri.edu](mailto:ksisson@uri.edu) requesting that the person be listed as the instructor of record. In your email, provide:

- the term
- the instructor's name
- their 9-digit URI employee/student number
- the course and course section

#### Instructor's Task(s):

Advise the instructor to log onto their URI email account (if they have not already done so) and choose a password. This password will be needed for the Sakai login password. Instructions to do this are at: <http://www.uri.edu/its/communications/email>

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### Potential Instructors (Creating a Course for Approval):

If an individual needs Sakai access to develop a course for approval, they should be added as a Participant in a new Sakai project site by their department chair or a person designated by the department who has Sakai access. If necessary, call Paula Murray at 874-2417 for instructions on adding a Participant on a Sakai site.

If the person is hired and their course makes, they will have to move their course content from their Participant site to their official Course site. For help in doing this, contact the Help Desk at 874-HELP. Questions can be directed to Paula Murray in Human Resources at 874-2417 or at [pmurray@uri.edu](mailto:pmurray@uri.edu).