

## CRC Multimedia Cabinet Orientation



In order to obtain a multimedia cabinet key, complete an orientation. Take your certificate of completion to your area dean, who will sign a key authorization form. Then the police will issue you a cabinet key. The orientation takes place via an organization account on eLearning/Desire2Learn.

First, your Desire2Learn user account must be enrolled in the organization account:

1. On the DEMS page there is a link to **Training & support** under the heading “Classroom Media.”
2. This page has a link to the signup form.
3. Fill out the form and you will receive an email letting you know that you have been enrolled in the organization account.

*Note: If you do not receive the email by the end of the following business day, contact Gregory Beyrer.*

After you have been enrolled in the Desire2Learn organization account, you can log in and complete the orientation:

1. URL: <http://d2l.losrios.edu>
2. Use your unified authentication credentials to log in (instructions are posted on the page).
3. Click on the **Member** tab in the “My Courses” widget:
4. Click on the link to enter the organization **CRC Multimedia Cabinet Orientation**.
5. Once you are inside the organization account, click on the **Content** link on the navigation bar on the top frame or on the **Introduction** link on the organization homepage.



After reading through the orientation material and watching the optional videos, you will take a quiz to demonstrate your understanding of the material. A perfect score is required. (You can take the quiz as many times as needed.) A link to your certificate of completion will then appear on the organization homepage (and in the content area).

Contact DEMS (691.7607) if you need help with logging in to Desire2Learn or with completing the orientation process.