

## Getting Started Using CourseDen– for students

Step 1: Go to <http://westga.view.usg.edu> or <http://webct.westga.edu>

Step 2: Make sure that you are using a compatible browser and computer set-up.

Go to <http://webct.westga.edu> and walk through BrowserTuneup

Choose one of the following 2 options...

**Step 1:** Go to <http://westga.view.usg.edu> – note that there is no “www” in this address

**Step 2:** Click on Login to CourseDen

**Step 3:**  
Your "CourseDen ID" = your myUWG e-mail username (ex: jsmith12).

At the start of every term, your initial default "Password" is the last two digits of your birth year followed by the last four digits of your social security number. If you change your myUWG password, or Banner Password PIN, your CourseDen password will not change.

**Step 1:** Go to <http://www.westga.edu> – Click on Log On at top right of screen  
This is also where you can go to check your student e-mail!

**Step 2:** Stop and explore your options:

**MyUWG:**

Your "myUWG User name" = your myUWG e-mail username (ex: jsmith12).

**CourseDen:**

Your CourseDen username will be in the same format “jsmith12”

At the start of every term, your initial default "Password" is the last two digits of your birth year followed by the last four digits of your social security number. If you logged on to Banner directly and changed your Banner Password PIN then you also changed your MyUWG password – the 2 are linked together.

Step 3: If you go to MyUWG, you can click on the myCourses tab. If your instructor is using CourseDen, you will have to login again (see instructions here at left).

### What if my CourseDen ID or Password fails?

Try again. Make sure when you type it in that it is all lowercase AND with NO spaces. Do NOT attempt to type any letter in as uppercase or you will not be able to access CourseDen. Make sure that Caps Lock and Num Lock is turned off. Try the default passwords noted above in Step 2. Remember that if you changed your myUWG or Banner password, that does not change your <http://westga.view.usg.edu> one.

### What if I still need help?

To get help learning how to navigate and use CourseDen – go to <http://westga.view.usg.edu> and click on the Students or Help links; You can also e-mail [online@westga.edu](mailto:online@westga.edu) to get a student orientation acct or see the UWG GeekSquad for tech mentoring: <http://www.westga.edu/~EXCELCenter/pages/UWGGeekSquad.htm>

**CourseDen Help:** Contact the Distance and Distributed Education (DDEC) Helpdesk at 678-839-6248 or [online@westga.edu](mailto:online@westga.edu).  
**\*After-hours Help – <http://help8.view.usg.edu> –** click on Request Support tab for live 24 hr day assistance or call 866-588-5293.

**MyUWG Help:** Contact the Information Tech Services at 678-839-6587 or [servicedesk@westga.edu](mailto:servicedesk@westga.edu)

### What if the website goes down?

1<sup>st</sup> – Make sure it's really the website – not your internet service provider. 2<sup>nd</sup>-Try going to other websites like [www.google.com](http://www.google.com). If the problem is your internet service provider – call them. If the problem truly IS the UWG website... try going to this alternate address – <http://westga.view.usg.edu> **If this does not work either, contact both helpdesks cited above.**