Guest Access to NPS’ Sakai CLE

Summary
When you are first invited as a guest to NPS’ Sakai CLE you will receive information via email from CLEhelp@nps.edu with your NPS Sakai CLE password and possibly an additional “Naval Postgraduate School CLE Site Notification” Email, which is notification that you have been enrolled in a course or project site.

With the password you received you will be able to:
• Login to NPS’ Sakai CLE
• Change your password to something more familiar
• Access the Course or Project site in which you have been enrolled
• Access Course or Project Site features

Email(s)
The New User Notification Email will contain an auto-generated password that you will use, along with your email address as a username, to log in to the CLE.

The Site Notification Email will contain brief instructions on how to login to the CLE and navigate to your course or project site.

Logging into NPS’ Sakai CLE
Once you have your username (your email address) and your password (sent in the email) you can:
• Open a web browser and point input the URL in the address bar http://cle.nps.edu and hit Enter.
• On that page there will be two buttons, one for NPS users and another for Non-NPS Users, since you have a guest account you are considered a Non-NPS user, please select that option to go to the Login area.
• On the next page there will be username and password fields, input your email address as your username and the password provided to you in your welcome email into those fields and select the Login button.
• You should be now logged in and brought to the My Workspace area.
• If the Username or password inputted is incorrect you will be alerted. If you are not able to login, please contact CLEhelp@nps.edu with your email address and they will confirm your account and will email you a new password.
Change your Password
Once you have successfully logged into NPS' Sakai CLE you can change your password by:

- Select the left navigation item **Account**, which will display your Account information.
- Use the **Modify Details** button to modify your personal information.
- Input your **First Name, Last Name** and your new password in the **Create New Password** and **Verify New Password** areas, the same password must be used in both areas.
- Select the **Update Details** button to save your changes
- Next time you login you should use the same username (your email address) and your new password

Access the Course or Project site
To access your Course or Project site use the Quicklinks toward the top of the page.

- To go into a course or project site you can **click on the appropriate Quicklink** toward the top of all of you Sakai Pages.
- The **Edit icon** to the right of your quicklinks will allow you to choose which sites are displayed as quicklinks.
- The **My Sites** tab will display/hide a full list of courses in which you are associated.
- The **My Workspace** tab will bring you back to your personal space.

Site Features
Course and Project Sites have many tools available that the course instructor or project organizer can make available. These tools are available in the **Left Side Navigation** once in a course. Some of the most utilized tools are:

- Home – Provides summary information about the site
- Resources – File storage and sharing
- Announcements – Time critical information about your site
- Messages – Send/Read messages to all or some site participants, with the option of sending a copy to their email address.