Welcome to Northwestern State University. You have been selected as an online adjunct faculty member. The information provided below will assist you in getting started.

To begin employment you will need to complete the “New Hire” packet, the “User Account” form described below, and review and sign the contract. Please return all three (Contract, New Hire Packet, and User Account Form) to the academic department for which you will be teaching.

Once the information above is received by the department and approved, your user account will be created. This will enable you to complete items 3 through 7 below.

For additional information or assistance, please contact your academic department. Contact information for all departments can be found at: http://www.nsula.edu/departmental-contacts/.

1. **New Hire Packet**

   New Employees must submit a completed New Hire Packet. You can access this packet by visiting the following link: https://businessaffairs.nsula.edu/assets/ppm/Forms/hire-packets/Adjunct-instructor.pdf. Completed New Hire Packets along with all supplemental information (copy of valid driver’s license or picture ID and social security card) must be signed and submitted to the academic department for further processing and signatures.

2. **User Accounts**

   To set up your NSU User Account, please visit the following link: https://technicalservices.nsula.edu/assets/PDFs/VAXFORM.pdf. Print the form and complete the information. Make sure to enter “adjunct” in the relationship field of the form to ensure proper routing of the account information. Fax or scan and email the completed form to (318) 357-5745 or sys-support@nsula.edu. When your user account has been created, the login credentials will be forwarded to the Department Administrative Assistant for routing to you.

3. **NSU Portal Account Set Up**

   NSU Portal or myNSU, is where you will have access to NSU’s services and information, all in one convenient place with a single login. You will have access to Moodle, email, courses, and student rosters. Please visit the following URL for instructions on setting up your portal account.

   https://support.nsula.edu/index.php?/Knowledgebase/Article/View/13/7/facultystaff---setting-up-your-portal-account

   Once you have completed the login steps and have successfully logged in, look for the QuickLaunch Navigation Launchpad. The Quick Launch icons and links provide access to commonly used applications such as Email, Moodle, etc. with a single click.
All adjunct must use an NSU email account when conducting NSU business or communicating with students.

4. **Moodle Boot Camp:**

All adjunct faculty are required to complete the NSU Online Teaching Boot Camp. This online course has been created to provide you with a self-directed opportunity to develop the basic skills in planning, managing, facilitating, and assessing learner performance in online courses. The course will assist you in acquiring the skills necessary to build a supportive, interactive, and instructionally sound online learning environment. Through readings, video presentations, and online engagements you will complete the necessary competencies to get you started as an online instructor. Upon completion of this course you will have a better understanding of teaching online. NSU Online Teaching Boot Camp is offered via Moodle.

To access the course, click on the following link: [https://mycourses.nsula.edu/course/view.php?id=607](https://mycourses.nsula.edu/course/view.php?id=607). This link is specific to the NSU Online Teaching Boot Camp. All participants must use this link to enroll in the course.

1. On the “Is this your first time here?” page, click on the “Create New Account” button.

2. Choose your username. **This must be in all lower-case letters.**
3. Supply all of the information requested.

4. Click on the “Create My New Account” button.
5. A screen will appear that says the following:
6. Disregard the “Continue” button.

7. Close the browser window.
8. Check your email for the confirmation message.
9. The email message will contain a web address. Click on the link to open the page.

10. The “Enrollment Options” page will appear listing the course.
11. Click on the “Enroll Me” button.
12. Once you are logged into the course, proceed by following the course instructions.

5. **Moodle Support**

If you need Moodle Support, we provide tutorials in multiple formats at the following websites:

http://ece.nsula.edu/video-tutorials/
http://ensu.nsula.edu/moodle-orientation/

If you have any questions or need assistance, please contact Electronic & Continuing Education at ece@nsula.edu.

6. **Required Professional Development**

All Faculty are required to complete the Preventing Sexual Harassment and Ethics Training upon employment and on a yearly basis thereafter. Instructions for each can be found below.

**Preventing Sexual Harassment Training**

Make sure you are logged out of Moodle and close your web browser before beginning.

- Click on the following link: [https://moodle.nsula.edu/course/view.php?id=7640](https://moodle.nsula.edu/course/view.php?id=7640). This link is specific to this course.
- The link will direct you to the Moodle login page.
• Login using your NSULA username and password.
• After you log in, you will see a page entitled, “Enrollment Options.” Please self-enroll, by selecting the “Enroll Me” button.
• Enrolling will direct you to the page with the following title: Preventing Sexual Harassment Training. Select Topic 1 to begin the training.
• Documentation of participation is required. Therefore, once the course is completed and the final exam is passed, you must screen shot the test score and email it to Roni Bisco at ramirezv@nsula.edu using your NSU email account. Make sure to include your full name and the department in which you will be working.

Ethics Training

• Click on the following link: https://eap.ethics.la.gov/EthicsTraining/UserInfo>EditUserInformation.aspx.
• Complete the registration information and you will be directed to the training session.
• Your course completion is automatically recorded in the Training database. Nothing further documentation is required.

Again, welcome to the Northwestern State University family. We look forward to working with you.