# SUMMIT ꙮ UNIVERSITY®

## 4 Things You Need to Know to Before Starting Your Extension Course
### SU Tech Support
*Video script text (5-18-16)*

Congratulations on purchasing your SU online extension course! You are about to embark on an incredible journey of personal transformative learning. Before you get started, let's review four things that you need to know.

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**#1
How to access
your course**

First, access your extension course by clicking on the **External Tool** link at the top of this course page. This will open up a new tab/window in your browser and take you to Moodle, SU's online learning environment. You may need to accept a security warning to get to your course in Moodle.

If you don't see your course appear right away, you will need to make sure that pop-ups are enabled for **http://online.summituniversity.org**. Every browser handles pop-ups a little differently, but you usually will see a warning near your browser bar at the top of the screen where you can allow the pop-up.

The first time you access your SU online course, you will be asked to **accept our Site Policy Agreement**. To do this, **read the site policy**, then **scroll to the bottom of the page** where you will be asked if you agree to the policy. If you accept and agree, then **click Yes**. Note that you will not be allowed to access your course(s) until you agree to the Site Policy. After you have completed this, you will be taken to your class.

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**#2
Where to start
your course**

Now that you are in your class, where should you start? **Begin by reading the welcome introduction** at the top of the page. Then **scroll down to the first link and click on it to view it.** When you are finished, **click on the course number at the top of the page**. This will take you back to the course main page. When you finish an item, you can use the check boxes on the right side of the page to check off the items you have completed. This will help you to keep your place in the course. **Proceed through the course by clicking on links and reading through the content.** You will also encounter audio and video clips and forum discussions throughout the course.

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**#3
Where to go for help**

If you ever need technical help with any of these features, be sure to visit the SU Tech Support Knowledge Base at **http://summituniversity.org/techsupport**. Here you will be able to **search for solutions** to your technical questions. If you can't find an answer, **click on New Support Ticket** to contact SU Tech Support directly. Simply fill out the form, and an SU Tech Support agent will get back to you within 24 hours.

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**#4**
**How long you have to**
**take your class**

Finally, you may be wondering exactly how long you have to take your class. Depending on the extension course you purchased, you will receive access to the class for a certain length of time from the date of purchase. You can see this time period posted at the top of your class in the SU Student Portal in Orbund. Be sure to save the email you received from Summit University with your username and password so that you know when your enrollment began and can keep track of your duration. One week before your access ends, you will receive an email reminder from us that your enrollment is about to expire.

And with that, you're ready to start your extension course. **Just click on the External Tool link to begin!**