

Oral Roberts University Graduate School of Theology and Ministry
New Student Instruction Sheet

1. **VISION** – ORU’s student enrollment and registration system (Modular students enroll through the Graduate Registrar, Mary Lockhart, at mlockhart@oru.edu). It is also used to set up ORU e-mail accounts, access grades and transcripts, update address information, etc.
 - **To access VISION, go to vision.oru.edu:**
 - Click on “Enter Secure Area”
 - Enter your user I.D. (Z-number given in your acceptance letter, including the “Z”)
 - Password the first time is your birthdate (MMDDYY)
 - **To enroll in classes:**
 - Contact Registrar Mary Lockhart at mlockhart@oru.edu

2. **ORU E-MAIL (Novell Login)** – To protect student/university security, all university e-mail correspondence will be sent to your ORU account; therefore, it is vital that you set up your ORU e-mail account as soon as possible
 - **To set up ORU e-mail account in VISION:**
 - Click on “Personal Information”
 - Click on “Create/ Update E-mail Address”
 - Create your ORU e-mail address and password by following prompts on the screen
 - NOTE: It may take up to 24 hours for the Novell/e-mail account to be created.
 - Your Novell login will also enable you to access ORU lab computers and the student intranet, including library databases, and the School of Theology and Missions (STM) Class Pages (see below).
 - **To check your e-mail, go to mail.oru.edu:**
 - Enter user name (without “@oru.edu”) and password and log in.
 - If messages are not displayed, click on Mailbox.
 - **To set up email forwarding from your ORU email account:**
 - From your ORU mailbox click on “Options” at the top right
 - Then click on the **Rules** tab, select “Forward” in the drop-down box, and click the **Create** button.
 - Type a name for the action in the **Rule name field** (example: “forward from ORU email”)
 - In the first drop down box after “If”, select “To”
 - In the second drop down box, select “Matches”
 - Type your ORU **user name** in the blank box; (your e-mail address name without the @oru.edu).
 - In the “To” box after Define Action, type the complete **e-mail address** of the account to which you want the e-mail sent. Include other addresses which you might want to courtesy copy or blind copy in the appropriate boxes below.
 - Type a **subject** to the e-mail indicating that it is moving from the old account to the new. (For example: From johnsmith@oru.edu to johnsmith@gmail.com) – Optional
 - Use the message field to include any other **notes** or instructions for the reader at the new account – Optional
 - Click the **Save** Button

3. **CLASS PAGES (Graduate Theology)** – are the Graduate School of Theology and Ministry (GSTM) web pages, which include:
 - a. Course information and schedules
 - b. News/announcements...and much more
 - c. **To access: www.oru.edu**
 - Click on **Current Students** tab
 - Under Student Resources to the right click on **Class Pages**
 - Scroll down to Theology and click on **Graduate Theology** (or **Graduate Theology – Modular**)

4. **D2L (Desire 2 Learn)**

- a. All online, modular, and some residential classes use the D2L course management system.
- b. If you are enrolled in a course using D2L, you will receive your D2L user name and login through your ORU e-mail account.
- c. To access D2L, go to d2l.oru.edu
 - Log in and click on the name of your current class.
 - Click on “Content” to see syllabus and other course information.
 - See tutorial on uploading assignments to the Dropbox on the enclosed attachment, the *Content* page of D2L, or on Class Pages.

5. **Online Course Syllabi** – Go to www.oru.edu

- Click on **Current Students** tab
- From the column at the left, click on **Course Syllabi**
- Select **term** and then **department** – Theology (Graduate)
- Not all D.Min. course syllabi are in the Course Syllabi section; course syllabi are located on D2L in the Content tab

6. **Document Preparation Center/Copy Center**

The Document Preparation/ Copy Center is located on the 3rd floor next to Hava Java, and offers a variety of word processing and document copy services to ORU students. Brochures are available with price schedules.

- Information found on **Current Students** page at “Copy Services” link
- TEL. 918.495.7020 - FAX 918.495.6033

7. **Contact Information:** Admissions: 918.495.6618 | Registrar (Mary Lockhart): mlockhart@oru.edu
International Student Coordinator (Lisa Edwards): ledwards@oru.edu 918.495.6488
Bookstore: 918.495.6566 | Student Accounts: 918.495.7401 | Financial Aid: 918.495.6602
IT Student Helpdesk: 918.495.6321