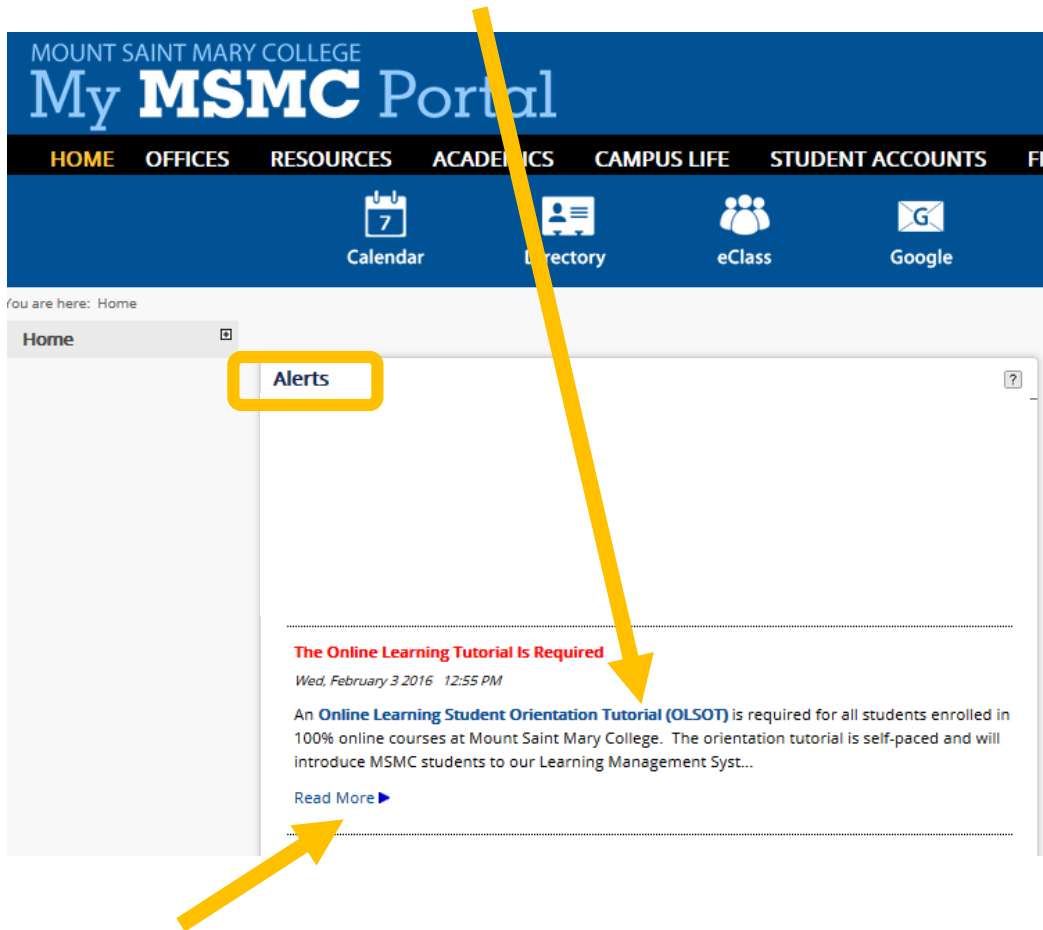
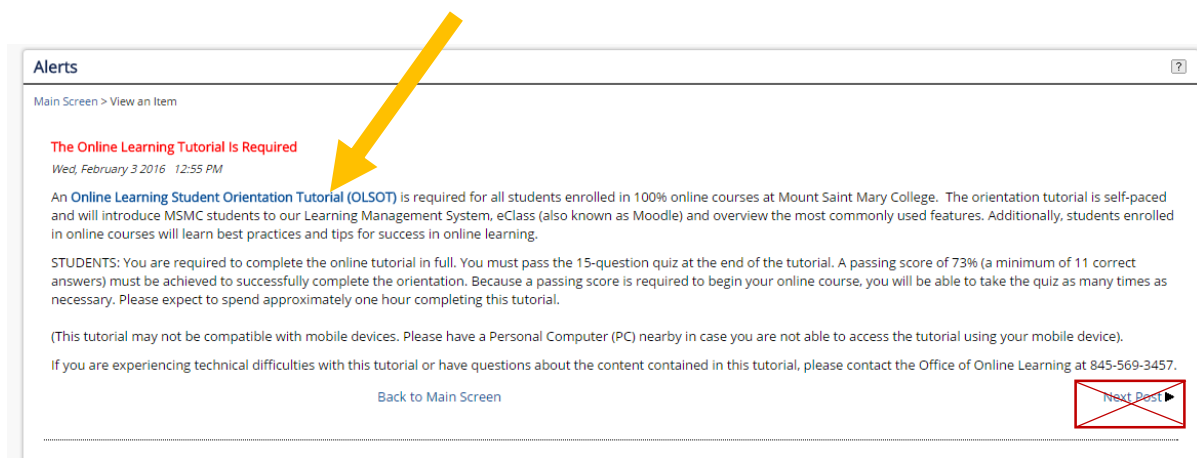


Accessing the OLSOT Tutorial on the Portal Homepage

1. Log in to the Portal using your MSMC credentials.
2. On the Home page, you will see an Alerts section.
3. Within this Alert section, you will see the notification for the OLSOT. Click the blue link titled “[Online Learning Student Orientation Tutorial \(OLSOT\)](#)” to be brought to the tutorial.



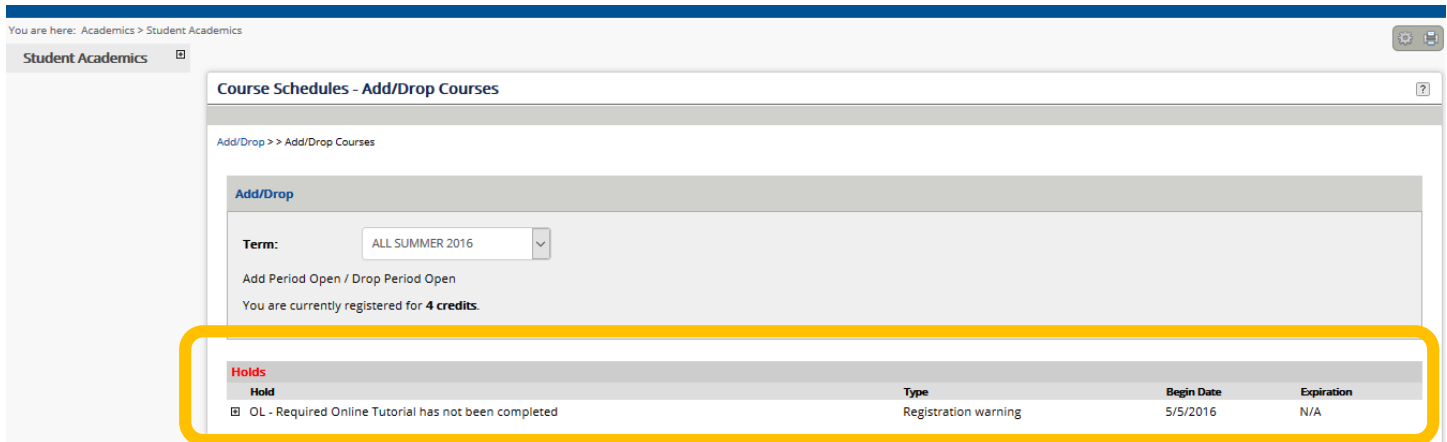
4. If you click “Read More” instead of the blue OLSOT link, you will be brought to a page with a larger description about this tutorial. You can click the blue link titled “[Online Learning Student Orientation Tutorial \(OLSOT\)](#)” to be brought to the tutorial from here as well. Do not click “Next Post” on the bottom right hand corner to continue to the tutorial. It will simply bring you to the next alert on your student account.



Accessing the OLSOT Tutorial on the Portal Homepage

MORE ABOUT THE OLSOT ALERT

Until you complete the OLSOT, the notification will appear as an alert on the Portal home page and will also appear as a “hold” on your student account. You will see it appear as a hold in certain places such as the add/drop section on the Portal.



The screenshot shows the 'Student Academics' portal interface. The main content area is titled 'Course Schedules - Add/Drop Courses'. Below this, there is a section for 'Add/Drop' with a dropdown menu for 'Term' set to 'ALL SUMMER 2016'. Below the dropdown, it says 'Add Period Open / Drop Period Open' and 'You are currently registered for 4 credits.' At the bottom of the page, there is a 'Holds' section highlighted with a yellow box. This section contains a table with the following data:

Hold	Type	Begin Date	Expiration
OL - Required Online Tutorial has not been completed	Registration warning	5/5/2016	N/A

NOTE: The “hold” will remain on your student account until you complete the OLSOT.

Once you have completed it, the hold will be lifted, the alert on the home page will go away.

You will not have to take the OLSOT again if you enroll in another online course in the future.