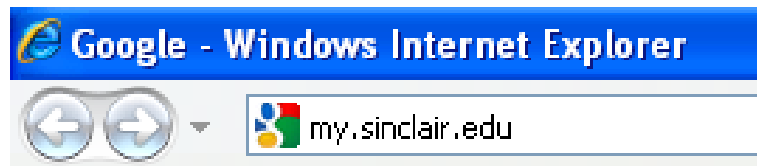# How to access the eLearn LMS and its Courses

For first time users only

1. Open your internet browser (ie. Internet Explorer, Firefox or Chrome) and type **my.sinclair.edu**

2. On the my.sinclair login page, enter your username and password.
   a. Then either press enter or click on the "Login"button.
   b. Your username is typically your "firstname.lastname"
   c. Your password will be PassXXXX (last 4 digits of your SSN).
      i. Make sure you use a capital "P"

   d. Once the username and initial password has been entered it will ask to change your password. The following criteria must be met when entered a new password:
      i. Password must contain at least 8 characters
      ii. Password must contain at least a capital letter
      iii. Password must contain at least one number

3. Once logged in into my.sinclair.edu, locate the eLearn box and click "Go to eLearn Courses" at the bottom of the box of my.sinclair.edu for staff and for students:

4. You will be directed into the eLearn "portal" which is also known as elearn.sinclair.edu

× Homepage - Sinclair Com ×

:lair.edu/d2l/home

elearn.sinclair

Sinclair Website   Course Schedule   System Check   Online Help   Appointment Manager   End of Course Survey   More ⌄

My Courses

You don't have any pinned courses. Pin your favorite courses to make them easier to find.

View All Courses

Recent Activity

There are no current updates for Sinclair Community College

Sinclair Announcements ⌄

2015 Fall Course Sections Purge Information (Change)   ×

Posted Jul 16, 2018 12:29 PM

All Faculty,

Previously, you were informed that 2015 Fall course sections would be available in eLearn until August 6, 2018. Due to an unexpected change in the Cloud Migration project, **we had to purge 2015 Fall from eLearn on July 14, 2018.** This means that your 2015 Fall course sections are no longer available in eLearn.sinclair.edu.

However, until August 3, 2018, you still have the ability to access and retrieve your 2015 Fall course data in the pre-production cloud environment. To access the cloud environment. follow the instructions below:

a. If enrolled in a course @ Sinclair, you will see them listed under "My Courses". Click the course you wish to access:

elearn.sinclair

Sinclair Website   Course Schedule   Sys

My Courses

BIS 1301 Advanced Document Formatting & Keyboard (2017) - 16 WK Online Master

BIS 1201 Keyboarding & Document Formatting (2017) - 16 WK Online Master

5. Once inside the course you will see the following format:

6. Click "Content" located in the top menu bar:

    a. This will let you access the content of the course

    b. From here you can navigate the course as needed and any items such as the assignments, quzzes, tests & discussion forums (if applicable) will be need to accesed in this "Content" section

7. To go back to the main eLearn page to select another course, click the Sinclair logo:

This is just a quick navigation sheet to assist in the access of my.sinclair.edu and eLearn. Any log-in issues with my.sinclair.edu or eLearn must be addressed to the Sinclair Community College Help Desk. Here is the Help Desk's information below:

Sinclair Community College - Help Desk: 937-512-HELP or 937-512-4558