Orientation to your Aims Online (D2L) Self Registration Instructions

Follow the following instructions to register for the Orientation to Aims Online (D2L) course in Aims Online (D2L) learning management system. Have your myAims username and password (credentials) to log in and register for this online orientation. Use Chrome as the preferred browser for myAims and Aims Online (D2L).

There are two points of entry into Aims Online (D2L). Option (A) is using the myAims Portal or Option (B) by going directly to Aims Online (D2L) URL directly (see page 5).

Option (A). Access Aims Online (D2L) using the myAims Portal,

1. Go to the following URL https://myaims.aims.edu and use the “enter” or “return” key on your keyboard.

2. Select “myAims login” located in the top right corner, shown in Figure 1.

   ![Figure 1, select the “myAims login” button](image)

3. Type your myAims username and password (e.g., credentials).

   ![Figure 2 myAims Login credential box](image)

4. Select the LOGIN button.

   ![Figure 3, Select Student link in myAims](image)

5. Select the Student link under the search bar box (see Figure 3).
4. Now, locate and select the **Aims Online** block on the middle left-side of the page.

![Figure 4, Select the Aims Online (D2L)](image)

Your browser screen should now be open to the home page of your Aims Online (D2L) “Course Home Page”. Here is where all the courses you have registered reside for your access.

*Note:* While most instructors use D2L, not everyone uses it each semester. Be sure to contact and ask your instructor if you think you are missing a class!

5. The top of your Course Home Page screen should resemble the *Figure 4* example, below.

![Figure 5, Top of course home page example](image)

6. Now, scroll down the page until you see the **Resources and Support** block on middle right-side of the page. (See Figure 6)

7. Select the Aims Online (D2L) Orientation link right below the Aims Online Tutorials/Support heading. (Figure 6).

![Figure 6, Resources and Support example](image)
You can always access the Resources and Support block from either your Course Home Page screen, or the My Home Page screen where you’ve opened a course for study.

8. Under the “Self Registering Course Offerings” block (see Figure 7), select Orientation to Aims Online (D2L) link.

![Self Registering Course Offerings](image)

*Figure 7, Self Registering Course Offerings example*

9. From the lower right side of the “Description” block (Figure 8), select Register.

![Description box example](image)

*Figure 8, Description box example*

10. Fill in your first and last names (Figure 9).

![Registration Form](image)

*Figure 9, Fill out registration form with name*

11. Select Submit (Figure 9).
12. Select **Finish** (Figure 10).

![Confirmation](image1)

*Figure 10 Select Finish to confirm.*

13. Select **Done** (Figure 11).

![Registration Summary](image2)

*Figure 11, Select Done to exit.*

14. You will be taken to your My Homepage. In your My Courses widget under the **Ongoing** Semester, select **Orientation to Your Online Class** to access the orientation course.

![My Courses](image3)

*Figure 12, Locate the Ongoing Semester to locate course*
Option B - Login to Aims Online (D2L) directly:

You have the option at any time to access Aims Online (D2L) directly by entering https://online.aims.edu.

15. Enter your user name and password (e.g., credentials) (Figure 13, Go to Aims Online (D2L) directly and log in)

16. Follow the Steps starting at #5 (on page 2) to continue registration process.