

# Malone Online Learning Information Sheet

## **About Online Courses and eCompanion Courses**

The Online Learning Program is an educational experience that breaks the mold of the traditional classroom by offering educational opportunities and course enhancements over the Internet. Online learning adds flexibility and availability by allowing students access to course material twenty-four hours a day, seven days a week.

Our goal is to create an active learning environment through thoughtful and engaged activity. This is accomplished through the collaborative efforts of discussion and exchange among students and your professor.

## **Contact Us**

Email: [distancelearning@malone.edu](mailto:distancelearning@malone.edu)  
Phone: 330-471-8423 or (800) 867-6267

## **How do I register?**

There are a variety of ways that you can register for an online course:

- At the Malone University Registrar's Office.
- Online at [www.malone.edu/online](http://www.malone.edu/online).
- By email at [distancelearning@malone.edu](mailto:distancelearning@malone.edu).
- By calling the Online Registrar at 330-471-8423 OR 800-867-6267.

## **How can I be successful?**

Success in your educational program begins with having the proper hardware and software. You can review the hardware and software requirements by going to [www.malone.edu/online](http://www.malone.edu/online) and clicking on the Technical Requirements link. Should you have a question about your particular system, please do not hesitate to contact our office.

## **How do I access my online courses?**

To access your courses, please login to your personal account at the Malone Online Campus, [www.malone.edu/online](http://www.malone.edu/online). On the right-hand side of the page you will see a "Login" area. Using your Malone login credentials, enter your username and password.

If this is your first time using Malone University Technology Resources, you will need to set-up the Malone University Self Service Password Reset System. You can access instructions for setting up

this system at [www.malone.edu/online](http://www.malone.edu/online) and click on the Technical Support Services link.

Your username will be your first initial, middle initial, last name, followed by the number 1 OR 2 OR 3 (no spaces, all lower case). The 1, 2, 3 designation is used so that if there is a case where multiple students have the same initials and last name they will each have a unique username.

For example: John Q. Public's User ID would be `jqpublic1`.

Your default password will be your initials and the last four digits of your social security number.

## **How do I use my Malone email account?**

All students are required to use their Malone issued email account in the Distance Learning System. You can check your email anywhere you have Internet access. The university and your instructor will communicate important information to you via email. It is recommended that you check it daily.

1. Using your web browser type in the following URL in the address bar: [webmail.malone.edu](http://webmail.malone.edu).
2. Enter your User ID, which is the same as your username. (This is your first initial, middle initial, last name followed by the number 1, 2, 3, etc.)
3. Enter your Malone Password. Click "Login."

## **What should I do first?**

Prior to the start of your course, we advise you to take the Student Orientation Tutorial, which is listed on your personal homepage. This tutorial will fully explain the online system.

## **How do I get help?**

Help is only a click away when you need it. If there are components of the system that you are unsure of you can find help in the Student Orientation course or by pressing the Help button in your course. You can also contact the Distributed Learning Office by phone or email.

