

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

1. **ORU E-MAIL** (Novell Login)

To protect student/university security, all university e-mail correspondence will be sent to your ORU account from now on. Therefore, it is important that you set up your ORU e-mail account right away (*see instructions below under "VISION"*).

2. VISION – ORU residential student enrollment and registration system, also used to set up ORU e-mail accounts, access grades and transcripts, update address information, etc. (Modular students enroll through Registrar Mary Lockhart (mlockhart@oru.edu)).

To access VISION, go to vision.oru.edu

- Enter your student I.D. (Z-number given in your ORU Admissions acceptance letter)

To set up ORU e-mail account on VISION:

- Click the tab "Personal Information"; click on "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, VISION (where you'll enroll in classes and set up your ORU e-mail account), and the Graduate School of Theology and Ministry (GSTM) Class Pages (see below).
- **To check your e-mail, go to mail.oru.edu** (or www.oru.edu > current students > [web mail](http://webmail))
 - o Enter user name (without "@oru.edu") and password and log in.
 - o If messages are not displayed, click on Mailbox.
- Instructions are also available to forward your ORU email to another account.

To enroll in classes in VISION: Click on "Look up Classes to Add"; select term and click "Submit."

- Scroll down and select one of the following to view available courses: Graduate Bible; Graduate Counseling; Graduate Practices of Ministry; Graduate Theology; Graduate HPE; or Proficiencies (GTHE)
- Follow screen prompts to enroll. If you are unable to enroll online, contact the registrar, Mary Lockhart at mlockhart@oru.edu. Include your Z number in your correspondence.

3. **D2L (Desire 2 Learn) – Online Course Management System**

- a. All online, modular, and some residential courses use the D2L online course management system.
- b. If you are enrolled in a course using D2L, you will receive your D2L user name and login in 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 course information.
 - **All course assignments are to be electronically submitted to the D2L Dropbox.**
 - Tutorials on using D2L are available under "Resources" at top right of screen.

4. **EPORTFOLIO: Whole Person Assessment** (eportfolio.oru.edu)

- a. Students are required to enroll in PRFT 059 ePortfolio: Whole Person Assessment their first semester.
- b. ePortfolio provides an electronic system for storing and assessing required course artifacts. Training to utilize the electronic system is provided.
- c. Students who already have an ORU ePortfolio account should consult the seminary registrar for enrollment without duplication of fees.

5. **CLASS PAGES** — Graduate School of Theology and Ministry (GSTM) web site
 - Includes course schedules, ePortfolio instructions, and much more.
 - To access: www.oru.edu > Current Students > Class Pages > [Theology, Graduate](#) (use Novell user name and password to sign in)
6. **GRADUATE THEOLOGY STUDENT ASSEMBLY (GTSA)** – Student representatives for the Graduate School of Theology and Ministry
 - Website: sac.oru.edu
 - Includes news, blogs, seminary student events, etc.
7. **BUSINESS CENTER**
 - The Business Center is located on the 3rd floor of the Graduate Center (GC) next to Hava Java. It offers a variety of word processing and document preparation and copy services to ORU students. Brochures are available with price schedules.
 - For more information, go to www.oru.edu > current students > services > [business center](#)
8. **CONTACT INFORMATION:**
 - Admissions: 918.495.6618; gradtheology@oru.edu
 - Registrar (Mary Lockhart): mlockhart@oru.edu
 - [Bookstore](#): 918.495.6189
 - Student Accounts: 918.495.7401
 - Financial Aid: 918.495.6602
 - For other helpful information, go to www.oru.edu > [current students](#)