Sakai Guest Access Overview

Summary
When you are first invited as a guest to NPS’ Sakai CLE you will receive an email from clehelp@nps.edu with a subject of "Welcome to Naval Postgraduate School CLE!" with a link which should be followed. You may possibly also receive a "Naval Postgraduate School CLE Site Notification" Email, which is notification that you have been enrolled in a course or project site.

By following the link in the "Welcome to Naval Postgraduate School CLE!" email you received you will be able to:

- Input your First and Last names
- Set your password
- Claim your Account
- Login to NPS’ Sakai CLE (if your password does not work, please email clehelp@nps.edu for a manual password reset)
- Access the Course or Project site in which you have been enrolled

Please watch this short video to familiarize yourself with the login process:

Your browser does not support the HTML5 video element

Email(s)
The "Welcome to the Naval Postgraduate School CLE!" Email will contain a link, which, when followed, will allow you to input your First Name, Last Name and your desired password. Your password must be the same text inputted twice, once in the Password area and again in the Confirm Password area, both on the left hand side of the area. Your username will be displayed, typically it is your full email address.

Can not access the Link or it is Not a Valid Validation Code?
Some Email systems split the URL over 2 or more lines. If this occurs please copy/paste only one of the URLs, with no spaces, into your web browser.

Logging in...
Please ensure you are using the bottom link. Non-NPS users button to login after going to https://cle.nps.edu and use your full email address as your username.

If you Forget your Password...
You can reset your password at any time by using the “Can’t Log In?” link below the login fields and following the instructions to have Sakai resend you this email.

What is Naval Postgraduate School CLE?
Naval Postgraduate School CLE is the Naval Postgraduate School’s web-based content management system. It is home to many course sites, as well as a host of other sites including those used for administration, research and project groups, libraries and student societies. As a guest user, you have been invited to join a Naval Postgraduate School CLE site. On the site you will have rights to read content but you also may be able to create and/or edit content (depending on your assigned role).

What if I already have a Naval Postgraduate School CLE account?
If you have used Naval Postgraduate School CLE in the past then you already have a Naval Postgraduate School CLE account, in which case we strongly suggest that you accept the above invitation and then indicate which existing Naval Postgraduate School CLE account you wish to use to access this site. This will avoid you having multiple accounts, each with a different set of associated sites. If you do not choose to associate this site with an existing account, a new guest account will be created for you using this email address. And in the future to access the site you must login to Naval Postgraduate School CLE using the guest account username and its associated password.
The (optional) **Site Notification** Email will contain brief instructions on how to login to the CLE and navigate to your course or project site.

Dear [Name],

Daniel Filcek added you to the following Naval Postgraduate School CLE site: Dan's Sandbox

Once you have your guest account, you can log into Naval Postgraduate School CLE:

1. Visit Naval Postgraduate School CLE: https://cle.nps.edu
2. In the top right corner of the page, type your guest account user id and password into the login fields, and click the “Log In” button.
3. Once you're logged in, find this site using these steps:
   a. click the “Sites” link in the top right corner, then
   b. type the site name in the provided search field
4. Click on the name of the site that appears to visit it

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**Logging into NPS’ Sakai CLE**

Once you have your username (your email address) and your password (as set by you) you can:

- Open a web browser and point input the URL in the address bar http://cle.nps.edu and hit Enter.
- On that page there will be two buttons, one for NPS users and another for Non-NPS Users, since you have a guest account you are considered a Non-NPS user, please select that option to go to the Login area.

- On the next page there will be **username and password fields** similar to the one below, input your email address as your username and the password you set after following the link in your welcome email into those fields and select the **Login** button. If your login page does not look like the one below, please go back to https://cle.nps.edu and click on the non-NPS users link.
- You should be now logged in and brought to your Home site.
If the Username or password inputted is incorrect you will be alerted. If you are not able to login, please go to the instructions by selecting the "Forgot your password?" text.

Input Your Name and Change your Password

Once you have successfully logged into NPS' Sakai CLE you can modify your name and change your password at any time by:

- Select the left navigation item **Account**, which will display your Account information.
- Use the **Modify Details** button to modify your personal information.
- Input your **First Name**, **Last Name** and your new password in the **Create New Password** and **Verify New Password** areas, the same password must be used in both areas.
- Select the **Update Details** button to save your changes
- Next time you login you should use the same username (your email address) and your new password

Some external tools require that a name be present to prevent errors.

Access the Course or Project site

To access your Course or Project site use the Quicklinks toward the top of the page.

- To go into a course or project site you can **click on the appropriate link** in the favorites bar, toward the top of all of your Sakai Pages.
- The **Sites** tab will display/hide a full list of courses in which you are associated.
- The **Home** tab will bring you back to your personal space.

**Site Features**

Course and Project Sites have many tools available that the course instructor or project organizer can make available. These tools are available in the **Left Side Navigation** once in a course. Some of the most utilized tools are:

- **Home** – Provides summary information about the site
- **Resources** – File storage and sharing
• Announcements – Time critical information about your site
• Messages – Send/Read messages to all or some site participants, with the option of sending a copy to their email address.