



## Engineering Management Program

### Things to Remember:

My User ID:

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My Password:

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**Getting Connected at Drexel University**  
Whether you're an existing student who is taking a web-class for the first time, or a new student looking to get "hooked in" to the Drexel experience, you will need to pick up these accounts. If you're an existing student who has taken face-to-face classes with us in the past, and you're wondering why you should bother with this, since you haven't needed it in the past, I'll explain.

When you become a student at Drexel, you are given web-space, a personal e-mail account, a "Banner" Account, and now a DrexelOne account. You may or may not ever use the web-space, but the e-mail account, Banner account, and DrexelOne accounts are vital.

Drexel University and the Engineering Management Program use your Drexel e-mail account to keep you informed of important information; both about your school, and your program. If you do not pick up your e-mail account, you are missing program announcements and more. Your Banner account, you may already know, allows you to login and register for classes. Your DrexelOne account however is the most important of them all.

With your DrexelOne account, you can access your WebCT, school announcements, a personal calendar, your Drexel e-mail account, Banner for Students, and more. You cannot access DrexelOne without first activating your other accounts however, so take the time now to visit the accounts activation page and pick up all your accounts.

### Getting your accounts

1. Go to [www.drexel.edu/computeraccounts](http://www.drexel.edu/computeraccounts)
2. Click on "Pick up your First Accounts"
3. Follow the instructions and fill out the form. Click Ok.
4. Read the acceptable use policy. Click yes.
5. *Write down your password!*
6. Write down your Drexel ID (usually three letters and a two-digit number, i.e. abc22)

### Registering for Classes

1. Go to <http://one.drexel.edu>
2. Enter your Drexel ID (three letters and two-digit number) in the User Name box.
3. Enter your password in the Password box. Click OK.
4. Click on "Student Resources" tab.
5. Click on "Student Services, Billing & Financial Aid"
6. Click on "Registration"
7. Click on "Look up classes to add"
8. Select term to register for.
9. Select subject and scroll to the bottom of the page. Click on "Class Search"
10. Check the check boxes next to the courses you want. Click "register"

DrexelOne is also your portal to WebCT Vista and your Drexel E-mail account. Take some time to explore the interface and get to know what is available to you through this valuable tool.