

Login Directions for GBUS 5 online

Greetings and thanks for enrolling in GBUS 5, the online General Business course at Long Beach City College. Course activities will begin the week of August 17, at which time you will be able to login to the course website. To obtain your password and login address for this course, please follow the directions in the *Course Access* section below.

Since there will NOT be an on-campus orientation, you MUST email me at gbus5mm@lbcc.edu as soon as possible to confirm your enrollment. Since there is always a large number of petitioners for this course, if I have not received an email confirmation from you by the first day of the semester, I will assume that you will not be attending and I will drop you and give your seat to a petitioner (the same as not showing up on the first day in the classroom).

You also should have received an email from Distance Education which contained some of this same information. If you have not received an email from DE you may have forgotten to register with them at <http://www.lbcc.edu/ole.html> (click on Student Self-Service to update your student information).

In the meantime, if you want to get a jump on things, the textbook that we will be using is: Foundations of Business - 1 ed. (Pride, William M., Robert J. Hughes and Jack R. Kapoor): Houghton Mifflin Harcourt Publishing Company, 2009.

Quite often I'm asked about the need to purchase textbooks, since the cost of textbooks can be prohibitively high. Textbooks are an important learning tool and will be used extensively throughout this course. The [Viking Bookstore](#) provides a convenient location for your new and used textbook needs, although there are certainly a variety of other options, so feel free to shop online or in other local bookstores. In this particular instance, however, we have negotiated a very special price from the Publisher and since this is the first edition there will be no used books available.

I also would suggest that you access the LBCC Distance Learning website < <http://de.lbcc.edu/> > and click on the "Resources for Students" button. The Resources page contains a number of very useful links designed to help you prepare for this course and will definitely contribute to your success in online coursework.

And finally, please keep in mind the importance of communicating in a professional manner while in this course. There will be more about this when you login to the course website and go through the online orientation, but until then please remember 2 things:

- First, this is a college course and college-level standards apply to all communications. Misspellings, poor grammar and email/IM/text/twitter slang are not conducive to a professional atmosphere.
- Second, as of right now, address all email correspondence to gbus5mm@lbcc.edu. It is also important to remember that whenever you email me please include your name and the course name in the Subject: box. It would look like this: Subject: Jane Smith, Gbus5 ol.

If you do not address your emails in this manner I may not receive them.

Course Access Information (from the folks at Distance Education)

1. Add the email address de@lbcc.edu to your contacts list in your email account. (This is to avoid the new password ending up in your spam folder. Even if you have received e-mails from de@lbcc.edu before, you may still need to add it to your contacts list.)
2. Launch your browser (e.g., Internet Explorer, FireFox, etc.) and Access the LBCC e-Learning Zone at the following URL: <http://ezone.lbcc.edu> .
3. **Do not** attempt to login with **your PeopleSoft password**. Instead, look down the page and click on <New User? Obtain your password>.
4. Now, enter your 7 digit student ID and your email address (the address you provided on PeopleSoft. If you have not yet updated your e-mail on PeopleSoft, follow the instructions on the e-Zone page. Be sure Email Type is set to "Home" in PeopleSoft.)
5. Your new e-Zone password will be emailed to you. Once you have received your new e-Zone password, log in at <http://ezone.lbcc.edu> and enter your ID and the new password that was sent to you.
6. Once you enter the e-Zone course portal, change your password on the "My Profile" option and save your password in a secure place.
7. You can access the actual course website between the official LBCC Begin Date and End Date of your course. (Check the e-Courses schedule for dates.)

When you enter the course site, you will see that all of your navigation is done through the buttons on the left. Please make time to become familiar with the course website and then pay very close attention to the online Orientation. It has been my observation that the students who pay close attention to the Orientation have a much easier time in this course. If you have any questions, post them in the Discussion Forums and I'm sure one of your fellow students will be able to help you out.

Thanks, and I'm looking forward to an enjoyable semester together.

MYKE McMULLEN ... Long Beach City College

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