



Spring 2012

ACTG 121 – Financial Accounting

CRN	Section	Days	Time	Room	Units
40629	OL	By Arr	64 hours	Online	4.0

Instructor: Guillermo Ortiz

Office: 8-313

Web Site: <http://www.smccd.edu/accounts/ortiz/index.html>

Office Hours: See web site for possible appointment times.

E-mail: ortiz@smccd.edu

Telephone: (650) 738-4120

GETTING STARTED

As the name implies, the goal of this document is to help you get started with online ACTG 121 - Financial Accounting. In order to answer many of the questions you may have about this online course you will need to access other files on its **WebACCESS** site. The first step will therefore be getting on WebACCESS. Whether you are a seasoned online student or are new to online learning please follow the following steps.

1. WebACCESS is the portal for all courses at Cañada College, College of San Mateo, and Skyline College. It provides a set of tools that facilitate online learning.
2. To go to WebACCESS type <https://smccd.mrooms.net/> in your browser address field.
3. In order to log in to WebACCESS you need to know your student number (G-number) and password. If you don't know these, click on "WebACCESS Support Center" in the "Need Help?" box, and then click on the "detailed login instructions" link under "Are you having trouble logging into WebACCESS????"
4. Once logged in you will see a list of courses on the left hand side, listed by CRN, course name, and semester. Look for our course using the information provided at the top of this page.
5. Note that in order to access the site you must be registered in the course; students on the waiting list will not have access until 24 hours after successfully adding the class.
6. Once the course is available on WebACCESS, go to the "Course Materials" section and download all the documents you see there. In particular pay special attention to the "Course FAQ", which should answer most of the questions you may have. I suggest you print the first two pages (question titles) of the FAQ and keep them with the syllabus. When you have a doubt about this course first look to see if there is a question about it in the FAQ. If so, you can open the file and navigate to the corresponding link.