

# ADJUNCT COMMUNICATION METHODS

Adjunct faculty **e-mail accounts and Desire to Learn (D2L)** are important communication links between instructor and students, division offices, and the administrative offices of the College.

## E-mail

**Each adjunct faculty member is required to have a Northeast State e-mail account.** If you do not have a computer account you will be asked to fill out the Request for Use of Technology (Computer Account Request) Network Access and E-mail Form. You will be able to **access your Northeast State e-mail account away from the campus** on any computer that has Internet access. You can access your e-mail by going to the Northeast State home page at [www.northeaststate.edu](http://www.northeaststate.edu). Click on Faculty and Staff and select Outlook Web Access (NES users). Your Northeast State e-mail account and your D2L account should be used for communicating with students via e-mail. E-mail is to be used for Northeast State professional purposes. [Policy 04:09:00](#)

- Instructions regarding setting-up your account(s) will be sent to the personal e-mail address that was provided to Evening Services. Please check your institutional e-mail often so that you do not miss important date sensitive information.
- Please keep your Deleted Items folder emptied out. Your Deleted Items folder will continue to use up your limited space on the server unless emptied.
- Your computer login is linked to your Northeast State e-mail account. They are the same password, so if you change your password for logging into campus computers, that changes your e-mail password and vice versa.

## D2L

Many students are accustomed to using Desire to Learn (D2L) course management system for retrieving information from their instructors and receiving e-mails regarding their class(es). D2L e-mail is a closed system and is only accessible between student and instructor. The D2L e-mail system is not the same as your institutional (@NortheastState.edu) e-mail account. It is important that you utilize D2L. To reset D2L accounts contact Steve Nickols in Computer Services at 423-354-2492. If you have questions regarding D2L, contact Mike Collins at 423-212-3552.

## Student Access to Adjunct Faculty

Each adjunct instructor should provide students with a preferred method of contacting them. Methods of communication may include campus mail, D2L e-mail, telephone, and conferences. A method of contact should be included in the Instructor Syllabus Attachment/Addendum. The individual instructor has the discretion regarding disclosing telephone numbers.

## MyNortheast Portal Setup

**MyNortheast allows you to access D2L and Banner Self-Service entry systems.** Instructions regarding setting-up your account(s) will be sent to the personal e-mail address that was provided to Evening Services. If you have problems logging into MyNortheast, please contact Steve Nickols at [msnickols@NortheastState.edu](mailto:msnickols@NortheastState.edu) or call him at 354-2492.

## Mailboxes

Adjunct faculty teaching on the Blountville campus will not have a mailbox. Adjunct faculty teaching at other campuses may be assigned a mailbox at that site. Please check with the administrative assistant or director at that campus for information regarding mailboxes.