Online Class Access Instructions

Non-Credit Classes

St. Petersburg College
SPC

1) Using your internet browser (Preferred browsers are Mozilla Firefox and Google Chrome), please navigate to the following login page: https://spcces.desire2learn.com/

2) To ensure your computer is compatible, test it by clicking   Please click here for a System Check before you login.

   If not, you can update your software to ensure compatibility.

3) Enter your "Username" and "Password" and click   **Login**   *If you forgot your username or password, you may contact us at any time: (727) 341-4445 or CTS@spcollege.edu*
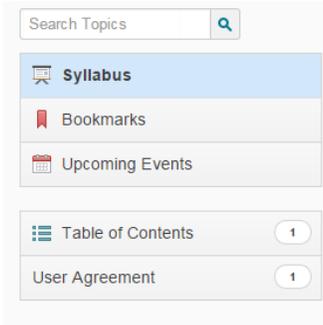
4) Once you login, you will see the following homepage:

Click on your course under   **My Courses**

5) Once you're on your course homepage, read any "Welcome" messages or "Announcements" at the top, and then click on the link at the top of the page labeled   **Course Content**

6) Over on the left side of the page, you will see links to different folders in the course:

Search Topics	
🖥 Syllabus	
📕 Bookmarks	
📅 Upcoming Events	
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User Agreement	1

- Keep in mind, in most courses, only certain folders will be viewable at a time. Sometimes you will need to view items and successfully complete quizzes (with an adequate score) to open the next folder / module.

   For more details on your particular course, see your syllabus and the instructions included in each Module and on each exam.

Most courses have a folder for a   ☰ **User Agreement**   1

You must click on this folder, and click on the link for the   ? **User Agreement** ▼

7) Once you click on the link for the "User Agreement", click **Start Quiz!** and agree to all of the questions. Once you are done answering the questions, you must SUBMIT it by clicking **Go to Submit Quiz** (It will ask you to confirm again that you want to submit, to be sure)

8) Once the "User Agreement" is submitted, you can click on **Course Content** again, and you should see the next folder open. You can now start working on the content of your course.

If you have technical support issues with your course, please contact the Technical Support Desk at: (727) 341-4357 or onlinehelp@spcollege.edu or http://www.spcollege.edu/helpdesk

Are You Having a Problem Printing Your Certificate at the End of the Course?

Did your certificate not pop up? Keep in mind, you must earn a specific score (or higher) to get a certificate. Please refer to the instructions on the final exam for more details. In addition, not all courses have certificates.

If your course DOES have a certificate, here's how to re-print:

1) Click on **Submission Review** ▽
2) Click on Quizzes

	Final Exam ▼
Always A	📋 Submissions
	📊 Reports

3) Find the assignment associated with the certificate (usually the "Final Exam") and click "Submissions"
4) Click on the attempt that you scored successfully on
5) Click on **Download or print your certificate here**

   ** If you have a license number (CE Health courses), don't forget to enter it BEFORE clicking on this button **

6) If that didn't work, you need to update your Adobe Flash Player or try a different internet browser.

   We recommend using Mozilla Firefox or Google Chrome.

7) Still having issues? Call us at: (727) 341-4445 or e-mail us at CTS@spcollege.edu