ADJUNCT COMMUNICATION METHODS

Adjunct faculty mailboxes, 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.

Mailboxes
Each adjunct faculty member is assigned a mailbox. Adjunct faculty teaching on the Blountville will find their mailboxes located in Room T101 in the Technical Education Building. Adjunct faculty teaching at other campuses will be assigned a mailbox at that site. Faculty mailboxes serve as a major communication link for faculty, students, and administration. It is important that each faculty member check his/her mailbox each time he/she is on campus.

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 access your e-mail by going to the Northeast State home page at www.NortheastState.edu. Click on Faculty and Staff and select Outlook Web Access, or click the e-mail icon through the My.Northeast portal. 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) through D2L. The e-mail within that system 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 or Tom Huskisson in Computer Services. If you have questions regarding D2L, contact Dr. Tom Wallace at 423-354-2413 or by e-mail at tbwallace@NortheastState.edu.

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.

My.Northeast Portal Setup
My.Northeast allows you to setup your Northeast State e-mail, D2L, and Banner/NorStar entry systems with one login and password. 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 My.Northeast, please contact Steve Nickols at msnickols@NortheastState.edu or call him at 354-2492.