



Training Options

Faculty can learn about the My Courses tools in a variety of ways.

- **Online training movies** found in the **MyPima Tutorials** channel
- A **Faculty training manual** found in the **MyPima Tutorials** channel
- **Hands-on training seminars** beginning September 18. Seminars are offered on all campuses, daytime and in the evening. Sign up through Professional Development.

[Workshop Calendar](#)
[Online Registration](#)

- **Access the Training Server** and practice

Questions? Please email: webmaster@pima.edu

Accessing Faculty Training Server

Faculty teaching Fall semester classes may:

- 1> Log out of MyPima
- 2> Go to the following web address: **mypimatraining.pima.edu**
NOTE: You can access this server from on- or off-campus.
- 3> Enter your MyPima username and password in the login box
- 4> Click on the **Teach/Advise tab**
- 5> In the **My Courses channel**, click "Click here to" link
- 6> If you are teaching a fall semester class and you do not see any courses displayed, please email: webmaster@pima.edu.
- 7> Click on any course title to access your course homepage

Please note:

- This server is not connect to any "live" systems. You cannot send email or announcements to active students or employees from the training server.
- Files or other content loaded on the training server cannot be migrated to the Spring 2007 production system.
- This server is for training purposes only.

