

## First Time User Online Access Information

You will have one username and one primary password to access all online systems used at St. Catherine University. Follow these simple instructions to set up your accounts. If you have trouble logging in, please contact the Help Desk at <a href="helpdesk@stkate.edu">helpdesk@stkate.edu</a>, 651-690-6402, or visit the Help Desk (Saint Paul: library, Room 120; Mpls: Old Main 429).

## **Initial Account Setup:**

- 1. On any internet-enabled computer, go to www.stkate.edu
- 2. In the top right , click on "Kateway Login"
- 3. Enter your username and password as they were emailed to your personal email account. The email will be sent from helpdesk@stkate.edu.
- 4. You will be directed to create a security question and change your primary password.

After completing the above steps, you will have access to KateWay, Webmail, D2L (Desire to Learn), and KatePay.

KateWay: Information about your academic record and account

**Home** – The place to go for important campus news and announcements

**Campus Resources** – Valuable links to St. Kate's resources

Student Tab – View your schedule, holds, academic profile, or grades. Access your unofficial transcript.

Complete forms for the Office of the Registrar. Link to academic calendars and KatePay.

To access: Go to www.stkate.edu. In top right corner, click on "Kateway Login".

Webmail: Your St. Catherine University email account



Webmail is the official St. Catherine University system of email communication between faculty, students and staff of the university. Students are responsible for all university communication sent to them via Webmail.

Webmail

To access: In KateWay, click on "Webmail" icon in the upper right part of the screen.

**D2L – Desire to Learn:** Materials for specific courses



To access: In KateWay, click on "D2L" icon in the upper right or go to www.stkate.desire2learn.com

KatePay: Your student account information (tuition, fees, balance, tax information, refund schedules)

To access: In Kateway, click on your Student tab. Under Student Accounts (middle of the screen) click on KatePay. When prompted, reenter your Kateway username and password again. If you have questions about KatePay, please contact Student Accounts at 651-690-6503, <a href="mailto:student-accounts@stkate.edu">stkate.edu</a>, or visit Derham Hall 229 (Saint Paul) or Old Main 244 (Minneapolis).

## **Other Important Information for New Students:**

Remember to get your St. Kate's student ID card at the Information Desk on the second floor of Coeur de Catherine (Saint Paul) or in the Education building room 359 (Minneapolis). You will need to bring your St. Kate's ID number. Your St. Kate's student ID card grants you access to library resources, campus services, and discounts in the community. It is also <u>required</u> for in-person transactions with Student Accounts.