

# Questions about alcohol? *MyStudentBody.com* has answers...

Personalized, Interactive Website to Fit Your Needs and Lifestyle

Logging on to *MyStudentBody.com* is as easy as 1, 2, 3:

Step 1: Go to [www.MyStudentBody.com](http://www.MyStudentBody.com)

Step 2: Click on Unregistered User

Step 3: Enter   
For your school code

Remember to complete  
"Rate MySelf" to receive your personal profile!

Developed By:  
**inflexxion**  
SCIENCE TECHNOLOGY HEALTH  
[www.inflexxion.com](http://www.inflexxion.com)

Dear Student,

Although alcohol use does not present a problem for most students, alcohol abuse and experimentation is an issue that affects the entire community. Since most students favor activism and prevention efforts over negativism and disciplinary action, our school is always looking for innovative ways to enhance our comprehensive alcohol strategy and to promote the responsible use of alcohol both on- and off- campus.

This year, UMass Dartmouth is pleased to offer the MSB-Alcohol component of the MyStudentBody.com comprehensive college health suite, a research-based initiative that is supported by the National Institutes of Health (NIH). MyStudentBody.com Alcohol provides personalized health information, interactive tools, and coping strategies that are up-to-date and scientifically accurate. Providing online support through a flexible interactive design, MSB-Alcohol is able to meet the needs of diverse student populations, including non-drinkers in a college setting.

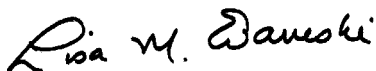
**Completion of the MSB-Alcohol course is required for all incoming students.**

**Course instructions follow this letter.**

.....  
**myStudentBody.com — school code: umassd**  
.....

While you're on the MyStudentBody.com site, you're encouraged check out the STDs/sexual health and tobacco portions of the site. I hope you will take advantage of this confidential, online resource. Please feel free to contact me with any questions or comments about the program.

Sincerely,



Lisa M. Evaneski  
Associate Dean of Students

**Have alcohol-related questions, issues, or concerns? We're here for you.**

**Counseling Center: 508-999-8650**

**Health Services: 508-999-8982**

**Health Educator: 508-910-6965**

**UMD Alcohol & Drug Policy:**

[www.umassd.edu/studenthandbook/studentrights/alcoholpolicy.cfm](http://www.umassd.edu/studenthandbook/studentrights/alcoholpolicy.cfm)

**Judicial Affairs: 508-910-6402**

[www.umassd.edu/studentaffairs/judicialaffairs](http://www.umassd.edu/studentaffairs/judicialaffairs)

**Other services: <http://www.umassd.edu/studentaffairs/>**

## READ THIS Before You Get Started

### 1) All First-Year Students are REQUIRED to pass the MSB-Alcohol Course

- The course must be completed on or before August 1, 2006.
- Email us your Certificate of Course Completion ([orientation@umassd.edu](mailto:orientation@umassd.edu)).
- Email a copy of your Certificate of Course Completion to your UMass email address. Keep this copy for your records.
- The MSB-Alcohol course allows each student two attempts to pass the post knowledge quiz. Once you have taken the post knowledge quiz twice, you will receive a certificate of completion with either "PASSED" or "NOT PASSED" printed on it. If you have received a grade of "NOT PASSED", you will need to go back to MSB as a first time user, and register under a new username and password, to retake the course.

### 2) ALL Your Responses are Completely Confidential.

### 3) You can complete the MSB-Alcohol course in any order.

### 4) If you want to leave the course click the "Logout" button and close the browser. Your progress will be saved for the next session (when you login as a returning user). You must click the "Logout" button in order to save your responses!

### 5) Software Requirements: In order to use MyStudentBody.com, you must have Microsoft Internet Explorer 5.5 or Netscape Navigator 6.0 or higher. Macromedia Flash, RealAudio, and Adobe Acrobat Reader are necessary to run or view certain course content. These standard browsers and plug-ins are readily available on most web-enabled computers. Links to free downloads for all these programs are also included in the MyStudentBody.com site.

### 6) The answers to many Frequently Asked Questions are included on Pages 3-5 of this Guide.

### 7) If you're experiencing technical difficulties with the course...

- Browse through the Frequently Asked Questions on Pages 3-5 of this MyStudentBody.com-Alcohol Student Guide. The answer to your question may be found there.
- Contact MyStudentBody.com Tech Support by clicking on the Contact Us link at the bottom of any web page. Tech Support is available Monday-Friday from 9 a.m.-5 p.m. You should receive a response to your problem within 24 hours.
- Logout of the course by clicking the "Logout" button. You must click the "Logout" button in order to save your responses

## Taking the MSB-Alcohol Course

### STEP 1: myStudentBody.com REGISTRATION

- 1) Go to [www.mystudentbody.com](http://www.mystudentbody.com). Click the word “Go” under “Is this your **FIRST TIME?**”
- 2) Complete the First Time Users Registration Form. The **School Code** is **umassd**. Please make a note of the username and password that you select, so that you may return to the course or site later.
- 3) Read the “Terms of Use” PDF, check the confirmation box, and click “Submit.”
- 4) Answer the demographic questions on the next page. **Remember, everything you put here is completely confidential.** When you are finished, click “Continue.”
- 5) Confirm information that was entered on the previous page. Click “Go back” to make corrections or “Continue” to move forward. You will advance to the MSB Lobby area.
- 6) **Click on the MSB-Alcohol image.** Complete and submit the form for first time users.
  - **For Question #1 (Are you visiting MSB-Alcohol by choice or as a requirement?), choose “As a Requirement”.** As long as you’ve selected “As a Requirement” as your first answer, you will be brought to the course selection page. Skip instruction #7 below and proceed to STEP 2.
  - **For Question #2 (How did you hear about MyStudentBody.com?), choose “Other School Staff or Administrator”**
- 7) If you have entered the site as a returning user (or stated that you are visiting the site “By Choice”), you should now be looking at the **myStudentBody<sup>®</sup> Alcohol** home page. Find the “Courses” box located on the lower left side of the screen, and click on words “Required to be HERE” to advance to the course selection page.

### STEP 2: COMPLETE PRE-KNOWLEDGE QUIZ and “RATE MYSELF”

At the course selection page, select the MSB-Alcohol course. Continue through the pre-knowledge quiz and the “Rate Myself” risk assessment.

### STEP 3: REVIEW COURSE CONTENT

**Review ALL of the content related to the course, which consists of articles, strategies, tools and peer stories.** You may view these items in any order. Just make sure that you click the link at the bottom of each piece to track your progress. **A checkmark will appear in the box next to each item that you have reviewed.** Clicking the BACK button will NOT register an area complete. **If you need to leave the computer at any point, click the “Logout” button and close the browser. Your progress will be saved for the next session (when you login as a returning user).**

### STEP 4: COMPLETE THE POST KNOWLEDGE QUIZ

Once you have completed the course content areas, you will be automatically transitioned to a post-knowledge quiz. **You must receive a score of 80% or better to pass the course.** Students who do not receive a passing score will automatically be directed to review the content again and must retake the post-knowledge quiz to receive the myStudentBody<sup>®</sup> Certificate of Course Completion. Visit the online course help (located at the bottom of the web page), or refer to the Frequently Asked Questions section in this guide, if you are taking the course as a requirement and are having difficulty obtaining a passing certificate.

### STEP 5: EMAIL THE COURSE COMPLETION CERTIFICATE

Email the course completion certificate to us and email a copy to yourself for your own records.

- **Enter your first and last name in the space provided.**
- **Email Recipient 1: [orientation@umassd.edu](mailto:orientation@umassd.edu)**
- **Email Recipient 2: Enter your UMass email address. Keep this copy for your records.**

## Frequently Asked Questions

**I am taking a myStudentBody® course as a requirement for First-Year Students. I failed to pass the knowledge quiz two times in a row. I want to take it again, but it won't let me. What should I do?**

The MSB course allows each student two attempts to pass the post knowledge quiz of any MSB course. Once you have taken the post knowledge quiz twice, you will receive a certificate of completion with either "PASSED" or "NOT PASSED" printed on it. If you have received a grade of "NOT PASSED", you will need to go back to MSB as a first time user, and register under a new username and password, to retake the course.

**I have already completed a myStudentBody® Alcohol course. How do I return to the certificate page to prove that I have completed the course?**

1. Log into **myStudentBody.com** as a return user.
2. Click on the alcohol icon to advance to the myStudentBody® Alcohol homepage.
3. From the myStudentBody® Alcohol homepage, click "**Courses: Required to be HERE?**" on the bottom left side of the page. You will advance to the course entry page with a list of myStudentBody® Alcohol courses.
4. A certificate icon will appear next to the course(s) that you have already completed. Select any course with an icon next to it and click the "**Continue**" button in the "**What's next?**" box. You will advance directly to a page that allows you to print or email your certificate.

**Please note:** If you have earned a non-passing certificate, you will have the option of returning to the course materials from the certificate page (an additional selection in the box that says "Print / Email Certificate").

**I am trying to complete a myStudentBody® Alcohol course. I have read all of the articles and strategies, and a checkmark appears by each one, yet I can't seem to move on to the next section. What do I need to do?**

Once you have completed your review of all the course materials, you will be automatically transitioned to the next screen. Take a second to run through the lists of ARTICLES, STRATEGIES and TOOLS. Make sure each item includes a visible checkmark in the box next to it. If not, then complete the areas that have not been checked. To complete each ARTICLE or STRATEGY, you must select the "Continue" button at the bottom of the page. Using the back button will NOT register the piece as completed. Items listed in the TOOLS section are considered completed when the pop-up window is closed.

If a checkmark appears next to each ARTICLE, STRATEGY and TOOL, and you are convinced that you have read all course content, but you are still stuck, try the following: Use the Logout button in the upper right corner of the page to log out of the course. Close your browser completely, reopen it, and log back in. You will return to the place in the course where you last left off, and should be able to proceed to the post knowledge quiz.

**I am a return user and have forgotten my username and password. Help!**

If you think you know your username, click the "forgot password?" link (inside the username/password box for returning users). A pop-up window will appear, type in your username and click submit and you will see your password reminder (or a message that the username has not been registered in the system).

For security reasons, your username cannot be retrieved if you have forgotten it. If you have forgotten your username, sit back and think about what you might have used for a username [pin number, nickname, etc]. If you still can't remember, then you will have to reenter MSB as a first time user: Enter your school code (umassd), and select a new user name and password.

**Why am I unable to log on to the site? I get an error message when I put in my school code and select a username and password.**

If you get an error message when you put in your school code, username, and password, it may be the result of: 1) the wrong school code; 2) the wrong username; or, 3) the wrong password.

It is likely that you have simply mistyped something. Try again, and if you still can't get in:

First Time Users: A valid school code is necessary to register as a new user. Our School Code is umassd. If you enter a username that has already been selected, you will be asked to choose another. Remember to limit user name and password choices to 8-characters or less.

Returning Users: Use the "forgot password?" link to verify your username and view a password reminder. A message will tell you if you are trying to use a username that has not been registered in the system. If you cannot remember your user name (or did not enter a password reminder), select a new username and password and use your school code to register again as a first time user.

**I am taking an MSB course. The tools pop up says "Page Cannot Be Displayed." Why is this happening?**

If you get a message that says, "page cannot be displayed" then hit the "refresh" button on your browser. If you continue to get this page, then click the "Logout" button, close your browser completely, reopen it, and log back in. MSB will remember where you last left off in the course, and will automatically take you back there after you have logged in.

**After passing the knowledge test and completing the satisfaction survey, I was unable to get my certificate of completion. It sent me to an error page. Why?**

If you get an error message when you are trying to print your certificate, then hit the "back" button and click "refresh" on your browser. If you still get an error message, then click the "Logout" button, close your browser completely, reopen it, and log back in. MSB will take you back to the page of the course where you last left off. If for some reason you are taken to the homepage, then click on "Courses: Required to be Here" on the bottom left side, and select the course that you have completed. The certificate of completion should appear for you to print.

**My sound doesn't work? How do I fix it?**

You should first check your computer to make sure your speakers are correctly hooked up and turned on. Turn your speakers up to a volume that is comfortable for you, and restart the segment that uses sound. For privacy, if you are visiting MSB from a public place like a computer lab, you may want to use headphones to listen to the audio segments.

**I am trying to complete the required course at MyStudentBody.com. I have read all the articles and strategies, and a checkmark appears in the box by each one, yet I can't seem to move on to the next section. What do I need to do?**

You will be automatically transitioned to the next screen once you have completed all of the course content. Take a second to run through the lists of articles, strategies and tools. Make sure each item has a checkmark in the box next to it. If not, then complete each area that continues to display a blank box. To receive credit for each section reviewed, you must select the "Continue" button located at the bottom the article or strategy text, to return to the course outline. After reviewing tools, simply close the pop-up window. **Please note:** Hitting the back button will NOT register the piece as completed.

If a checkmark appears next to each article, strategy and tool, and you are convinced that you have read all course content, but you are still stuck then do the following: Click the "Logout" button and close your browser

completely, reopen it, and log back in. MSB will remember where you last left off in the course, and will automatically take you back there after you have logged in, to continue on to the post knowledge quiz.

**I can't seem to see any tools or peer stories. Can you help?**

A browser plug-in is required to view our (Flash) tools and animated peer stories. If you cannot see any tools or peer stories, you probably do not have this plug-in installed on your computer. You can download the "Macromedia Shockwave Player" for free by using the link at the bottom of any MSB page or by visiting the following URL: <http://www.macromedia.com/shockwave/download>

**I have lost my certificate of completion and want to print another one out. How do I do this?**

If you know your username and password, you may print or email your certificate as many times as you like. Log into the MSB site as a return user. (Use the password reminder, if you cannot remember your password.) On the homepage, click "Courses: Required to be Here" on the bottom left side of the page. You will see a list of courses. A certificate icon will appear next to each of the courses that you have completed. Select a course that you have completed to advance directly to the Certificate of Completion. You may print or email the certificate from this screen.

**I am working off a MAC and am unable to print the certificate. Why?**

As long as the certificate appears on your web browser, you can use the browser's built-in "Print" command (click on the top left "File" drop down menu) to print out the web page, instead of using the link on the page itself. If you cannot print your web pages using the browser's built-in print function, then the problem is a larger software or hardware issue. Please contact your school's technical [IT] department, or email us at [techsupport@mystudentbody.com](mailto:techsupport@mystudentbody.com)

**I don't have a printer, so I can't print the certificate of completion. I tried to print my certificate on a friend's computer, but it didn't work.**

JavaScript must be enabled on your browser in order to print the course Certificate of Completion. If you do not have a printer, cannot change your browser settings, nor find a computer that will print the certificate, you may use the online form to email the certificate to the instructor who requested it.

**Why can't I view bar graphs in the Rate Myself reports?**

If you are unable to view the bar graphs in the Rate Myself risk assessment reports or in the MSB-Data Reports area, then you should first go to "Internet Options" on your browser menu ("Advanced" tab), and make sure "JavaScript" and "java applets" are enabled [checkmark is ON].

If you are still unable to see the graphs, this may be because a small number of browser versions do not have the Java plug-in, or are not set to use it. Get the free plug-in and helpful by visiting [www.java.com](http://www.java.com).

**What do you mean by personalized information?**

Based on how you answer the questions in Rate Myself, you will receive immediate tailored feedback that is relevant to you and your lifestyle. You will also be directed to content marked with a yellow checkmark that is relevant to your behaviors.

**I'm under 21. How do I make sure no one sees my answers about my drinking?**

***All of the information you give us is completely confidential.*** You do not have to worry about anyone seeing it.