This document will walk you through the process of getting a Datatel User login on their client website as well as registering for a Datatel course in the Subscription Library.
Accessing the Datatel Training Library

Step 1: Request a Login for the Datatel Client Website
In your web browser, visit:  https://clients.datatel.com/apps/login.cfm?callerURL=/index.cfm

Note: Another way to access this page, is to go to http://www.datatel.com then select “Clients” and “Client Website” from the top menu on the page.

Complete this form to request a Datatel site log in

Enter your email address, create a password, and confirm your password. Then press the “Apply” button. Within 24 hours Datatel will e-mail you with your account access information.

Note: Use your Loyola e-mail. This is a unique password and not tied to your Loyola account password.

Password Rules
Passwords are case-sensitive. Your password must have a minimum length of 6 characters. For your new password you may use a combination of the following characters: letters (a-z, A-Z), numbers (0-9), periods (.), underscores (_), hyphens (-), at signs (@), exclamation marks (!), dollar signs ($).
Within 24 hours Datatel will e-mail you with your account access information.

Complete this form to request a Datatel site log in

- **Client ID:** L27

Note: Use your Loyola e-mail as your Username to make it easy to remember.

Step 2: Login to Datatel.com & Navigate to Training Subscription Library

After receiving the Datatel Web Site Registration Confirmation e-mail, login to the Client Website [https://clients.datatel.com/apps/login.cfm?callerURL=/index.cfm](https://clients.datatel.com/apps/login.cfm?callerURL=/index.cfm).

- **Enter Username:** Your Loyola e-mail address
- **Enter Password:** the one you created in Step 1

Forgot your password? Click below “Login” button to have it e-mailed to you

Client ID is L27
Navigate to the Datatel subscription training courses

Point to “Training & Education” along the top menu to display the drop down menu.

Select “My Subscription Library” to view the list of courses in Loyola’s subscription library and to register for specific courses.

Select “My Training” to view the courses that you have registered for, are currently taking or have completed.
Step 3: View Training Subscription Library and Register for a Specific Course

Choose a “Course Collection” and select the “Start Now” link at the end of the line. This will take you to a list of lessons within the Course Collection so you may begin.

If this is your first time accessing the subscription library, you should enroll in “Colleague Navigation and Basics”. Click “Start Now” to continue. This will change to “Enrolled” after you have registered for the course.

Your organization has subscribed to:

Note: This text will say “Start Now” until you have enrolled in the course by clicking “Start Now”. This user has already enrolled in “Colleague Navigation and Basics” but not “Colleague Studio”.

### My Subscription Library Screen

![My Subscription Library Screen]

- **Related Links:** You will find links to related courses and resources.
- **View a Course:** Click on a course to view its details and enrollment options.
- **Related Courses:** A list of related courses may be available for further training.
- **Enrolled Courses:** Courses you have already enrolled in will be marked with an “Enrolled” status.
- **Start Now:** You can start a course directly from this screen.
Click “Register Me” in the new window to complete the registration for the selected course.

The Enrollment Confirmation screen will display next.

Select “Access Class Site” in the Actions section, to view the Course Collection Screen and begin taking the course.

Select “Show me my institution’s subscriptions” to return to the “My Subscription Library” screen.

Select “Take me back to My Training page” to view the courses in which you’ve enrolled.

Click “Access Class Site” to continue.
Step 4: Select your course in the Collection

We highly recommend that, at a minimum, all Colleague users complete these courses in the “Colleague Navigation and Basics Course Collection” to help you make the transition to Datatel Colleague UI Web 4.x:

- Colleague Concepts (5 min.)
- User Interface 4.2 Fundamentals (includes 4.3 also, 1 hr.)

Datatel has been updating this library so screen shots may not exactly match your screen. If you cannot find the correct course, please call x5600 for help.

The course collection is designed so that you can choose the courses that are appropriate for your job tasks.

Click on the course name, i.e. “Colleague Concepts” to open the course window to begin.

If the course “User Interface 4 Fundamentals” does not display, click the “+” to open.
Step 5: Click on the video tutorials to learn all about Colleague UI Web 4.x

Note: Read about the course to maximize your learning before you begin the tutorial

Click on the blue text with icon, indicating an activity or video. Most courses contain several video tutorials.

Step 6: Get Started using Colleague UI Web 4.x

Select **UI Web 4.x – TEST** to open the UI Web application in a “for practice only” test environment anytime to try something new in Colleague without accessing the real-live database. It looks and works the same as the “live” application but you can make mistakes and it will not affect the data in the real database. Great for practicing your newly learned skills after viewing the training videos! Log in using your Loyola Datatel Colleague username & password as usual.

Select **UI Web 4.3 – PROD/LIVE** to access the “live” Colleague application with actual data and get the job done! Yes, mistakes have consequences here, so get training and practice before working here. Log in using your Loyola Datatel Colleague username & password as usual.