

PROGRAM COORDINATOR ORIENTATION

A quick guide to finding and completing your orientation. Follow these steps after logging into and opening the Orientation Tool.

Start here if you coordinate, mentor, manage, or support a graduate academic program at Radford University.

1 Select “Graduate Program Coordinators”

When logging into the orientation page, you’ll be greeted with 4 options. Check all that apply, but be sure to click “Graduate Program Coordinators” and submit.

2 Select Your Course

If you have more than one role, you will have to select your course. To access the program coordinator orientation, please click “Graduate Program Coordinators Orientation”. If you don’t have more than one role, the course will auto-open.

3 Complete the Orientation Sections

The program coordinator orientation course is broken up into seven sections. This can be paused at any point, with all progress saved as you go. For the best experience, be sure to review all of the content carefully.



4 Have Another Course?

Sometimes individuals might also hold another role. If you have other courses to complete, be sure to click on the button labeled “Groups” next to the menu button. Select any other roles that apply to you from there. This step is only necessary if you hold another position.

