

**Please note:** : Please make sure that your email account does not block mail from [helpdesk@geminiodysey.org](mailto:helpdesk@geminiodysey.org); [no-reply@sakai.archny.geminiodysey.org](mailto:no-reply@sakai.archny.geminiodysey.org) in order to receive emails concerning your account/enrollments.

## Creating an Account for New Users

(a onetime process for those who have never taken an iEcho course)

1. Go to the Catechetical Office website [www.nyfaithformation.org](http://www.nyfaithformation.org).
2. Scroll down to bottom; click the link for [iEcho Login](#).
3. You will see *Collaborative Learning Environment*.
4. Under “Course Registration & Account Information” click [Create an Account New Students Only](#).
5. Complete the form – don’t forget to click on submit!
6. You will receive a confirmation e-mail when your account is created telling you your username and password. Note: usernames have a dot in them, so it is john.smith or mary.jones – don’t leave out the dot.
7. Make sure your email account does not block mail from [helpdesk@geminiodysey.org](mailto:helpdesk@geminiodysey.org).
8. Once you have completed these steps, continue with the instructions for [Registering for a Course](#).

## Changing your Password


1. Go to the Catechetical Office website [www.nyfaithformation.org](http://www.nyfaithformation.org).
2. Scroll down to bottom; click the link for [iEcho Login](#).
3. Under “Course Registration & Account Information,” click [Reset Password \(Requires Authentication\)](#).
4. Log in with your user name and the current password.
5. Type in your new password and confirm it again. Click Submit.
6. A popup will tell you that it has been changed.

## Retrieving a Forgotten Password/Username

1. Go to the Catechetical Office website [www.nyfaithformation.org](http://www.nyfaithformation.org).
2. Scroll down to bottom; click the link for [iEcho Login](#).
3. Under “Course Registration & Account Information,” click [Forgotten Password](#) or [Forgotten Username](#), as the case may be.
4. Fill in the requested information. Click Submit. A popup will tell you an email has been sent.
5. Check your email account. You have been emailed the username associated with the email you entered, or a temporary password from which you’ll need to change your password from the link provided in the email. Note: make sure that your email account does not block mail from [helpdesk@geminiodysey.org](mailto:helpdesk@geminiodysey.org)
6. Change the password to one that suits you.

## Registering for a Course

(for those who have an account):

1. Go to the Catechetical Office website [www.nyfaithformation.org](http://www.nyfaithformation.org).
2. Scroll down to bottom; click the link for [iEcho Login](#).
3. You will see *Collaborative Learning Environment*.
4. Under “Course Registration & Account Information,” click [Course Registration](#).
5. Enter your user name and password.
6. You will go through a three step process:
  - a. **Step 1:** Select a subject (Level I, Level II or Basic Leadership Training) by clicking on the line.
  - b. **Step 2:** Select the course. Note: not all courses will appear – only those that are currently accepting registrations.
  - c. **Step 3:** Select the course section by clicking the **Register** button.
7. After a few minutes (please be patient), you will see the course you selected on the right in “enrolled courses.”
8. Repeat Steps 6a, 6b and 6c as necessary.
9. You will receive an email confirmation for each registration as long as your email account does not block mail from [no-reply@sakai.archny.geminiodysey.org](mailto:no-reply@sakai.archny.geminiodysey.org).
10. Logout by clicking the button in the upper right of the window that looks like this: 

## Entering an iEcho Classroom

1. Go to the Catechetical Office website [www.nyfaithformation.org](http://www.nyfaithformation.org).
2. Scroll down to bottom; click the link for [iEcho Login](#).
3. Under “Access Sakai,” click [iEcho Login](#).
4. Log in with your user name and password.
5. You will land in “Home: Overview.”
6. Click on “Sites” on the top right of the window.
7. Click the name of the course site you wish to enter.
  - a. **Note:** to make a favorite of the course so that it appear at the top of the window next to the “Home” button:
    - i. click “Sites”, then click the star next to the course name, close the “Sites” window and click on [Reload](#) to see your updated favorite sites. The course site will appear at the top of the window next to “Home” for easy access.
8. Logout by clicking the button in the upper right of the window that looks like this: 