1. Please check the list for courses approved by the School of Engineering that can be taken at a distance while studying at a BOSP Center. Due to technical limitations, this option is not available for students based in Australia, CASB and KCJS.

2. Login to your Axess account at the following login page.
   https://axess.sahr.stanford.edu/

3. Add one of the approved School Engineering courses to your Axess study list. Please select a course from the approved course list; no other SCPD courses will be considered.

4. Create a mystanfordconnection account via the SCPD website student login page.

   Choose the “New User” option by selecting “Create a Free Account”.

5. Please complete information in each listed section. Please use your center address which can be found in the Contact us tab of the BOSP web site. Please use the center phone number if you do not have a local number.

6. Create a User ID and Password.
   a. It is very important to remember your username and password for future use.
   b. It is suggested that you check the availability of your selected username.
   c. Your password must be a minimum of seven (7) characters and contain both alpha and numeric characters.
7. Once you have created an account please email your full name, study location and course choice to scpdsbosprog@stanford.edu - An SCPD coordinator will add the course to your mystanfordconnection account. Please research your choice carefully, review the course description and video. You will not be able to “shop” classes. Your course choice will be considered as final.
Accessing your MyStanfordConnection Account and School of Engineering Course Videos

1. To access your account you may enter through the main web site.  
   http://scpd.stanford.edu/

2. Click on the red “mystanfordconnection Login” tab at the top of the page.

3. Enter your User ID name and password and click on the “LOGIN” button. After logging-in, you will be able to access your course materials securely from this site.
4. Once you log in you will see your MyStanfordConnection “current courses” page which will list the School of Engineering course you filed through your Axess study list. You can view the course by selecting “Online videos”.

![Image of MyStanfordConnection page]

5. The Terms and Conditions Page will load ... Click on “I Agree”.

![Image of Terms and Conditions page]

6. Your course page will load – click on the “Watch Now” option to view your course lectures.

![Image of course page]
Setting up an Exam Monitor

1. If you are registered for a School of Engineering course you will need to have a dedicated exam monitor to handle the logistics and invigilation of your exams.

2. An exam monitor will be available for you to select and use based on your BOSP Center. To select an exam monitor please login to your mystanfordconnection account via [http://scpd.stanford.edu/](http://scpd.stanford.edu/)

3. Click on the red “mystanfordconnection Login” tab at the top of the page.

4. Once logged in select the option “Exam Monitors” located on the right menu.

5. Check the “Default” button next to the Exam Monitor name that you will be using for your exams. Finally click “Save Changes”.

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![mystanfordconnection Login](http://scpd.stanford.edu/)

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Featured Courses ➤ Featured Programs

Announcements

New Course: Strategy Driven Innovation
Launch of this course completes the online offerings for the Stanford Innovation and Entrepreneurship certificate.

Retail or Design? MUSE.
Regent’s Park College.

Upcoming Events

August 5, 2014
Meet the “Not-So-Easy” Steps Can Help You Succeed
August 17, 2014
Stanford Executive Institute

September 8, 2014
September sessions at Stanford for the Stanford Advanced Project Management Program

Videos

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Nominate a New Monitor

Submitted and Approved Monitors

Please set your primary exam monitor to “default”. Please note that you can transfer the “default” status between your two exam monitors using the check box below.

<table>
<thead>
<tr>
<th>Default</th>
<th>Monitor Name</th>
<th>Expiry</th>
<th>Employer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Frank Maldonado</td>
<td></td>
<td>Stanford University</td>
<td>Active</td>
</tr>
</tbody>
</table>

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Assign default monitor to all upcoming exams that are not yet associated with a monitor

SAVE CHANGES
1. If you are registered for a School of Engineering course you will need to access the corresponding CourseWork website to access the course syllabus, course handouts and homework assignments.

2. The details (particularly the URL) of your School of Engineering CourseWork site will be provided to you during your first class.

3. Log in to your CourseWork website at the following page. 
   https://coursework.stanford.edu/portal/

4. Click on the red “Login” button located at the top right of the page.

5. Log in to the CourseWork website with your Stanford SUNet ID and Password credentials.
1. All completed course homework or course assignments should be submitted for grading via email to scpd-distribution@lists.stanford.edu

2. All submitted course homework or course assignments should include a homework routing sheet which can be downloaded from the “Forms and Documents” section of your mystanfordconnection account.

3. Once received all course homework or course assignments will be distributed to the course teaching team for grading.

4. Once graded your homework or course assignments will be returned directly to you via email.