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1. Introduction
Discord is currently used by the UTSA Computer Science Department to provide online tutoring. Some instructors are also using Discord for their online office hours.

1.1 What does Discord provide?
Discord provides an online chat capability which helps the CS Tutors and Teaching Assistants assist students. Old conversations can be accessed so that students can see whether their issue has already been addressed.

1.2 How do I register for Discord and get a Login?
There are two primary steps.

1.2.1 Step 1: Open the Discord Application and select Login
Open Discord App and Press Login
Signing up to use Discord is very simple. Go to discordapp.com and click on the Login button in the top right-hand corner. If you have already made your account, you can skip to the Login section.

After pressing Login, the window on the right appears. Click Register at the bottom of the login screen.

If you already have created the login, skip to section 1.3.
1.2.2 Step 2: Specify Your Email, User Id, and Password

To create an account, you must use a valid email address.

**NOTE:** You must use your ‘abc123’ ID as your username

Please use a STRONG password. We highly recommend using the same password as your UTSA ASAP.

Once you have filled out the required fields, press the **Continue** button.

You will then need to verify your email address by logging into the email account you used for registering.
### 1.3 Login

You are now ready to log into Discord using your credentials.

![Login Form](image)

- **Welcome back!**
  - We're so excited to see you again!
  - **EMAIL**
    - abc123@my.utsa.edu
  - **PASSWORD**
    - ********
  - **Forgot your password?**
  - **Login**

Need an account? [Register](#)
### 1.4 What do I do if I already have a USERNAME which isn't my abc123 ID?

If your user ID is your abc123 ID, skip to section 2.

If you already have a login ID which isn't your abc123, you need to **temporarily** change it to your abc123 ID. You will then add the CS Server to your login (as shown in section 2).

1. Click on the settings **⚙️** which is at the bottom left.
2. Select the **My Account** tab of the **User Settings** menu. Edit the **USERNAME**.

#### Change your USERNAME to your abc123 ID and then click SAVE.

After you complete step 2 below where you add the CS Server to your login, you may change your USERNAME back to your original ID.

*Warning: You can’t change your username more than **twice** within a short period. If you are unable to change it, please wait 2 hours before trying it again.*
2. Important Concepts
Now let’s define some important terms when discussing Discord’s technology:

**Server**  A server is used to group together a collection of text and voice channels that have something in common. UTSA CS has one Discord Server for all of its course tutoring. We will show how you can add this server to your login below.

**Channel**  A channel is where you do your chatting in Discord either by text or voice. UTSA CS has a text channel for each course requiring tutors. Once you are on the UTSA CS server, you will see the channels that were added for you by your instructors.

2.1 Adding the UTSA CS Server to your Login

**ADDING THE CS SERVER**
The column on the left-hand side of your Discord app is your server list. Any time you add a server, you'll see it pop up as a small circular icon in this list:

To add a new server to your login, click the "+" icon at the very bottom of the server list.
After clicking the “+” icon, a window will pop asking if you want to create or join a server.

Click the **Join a server** button.

After clicking Join a server, it will ask you to enter an instant invite.

Copy and paste **https://discord.gg/5UmgcwD** into the text field and hit the **Join** button.
You are now in the CS Discord server! Anytime you login to Discord, you will be able to view and chat on the CS tutoring server. If you have any trouble while on the server, please post a message in the troubleshooting chat channel.
2.2 Channel Usage

UTSA CS has already created many of its CS courses as Discord channels. You should be able to select your particular course channel and start chatting.

Note that TAs and Tutors can delete their own messages. Students cannot.

**IMPORTANT NOTE FOR STUDENT DISCORD USERS:**

Please do NOT include detailed code in your chat message; instead, either use a private message with the tutor or send your tutor/TA/instructor a small portion of your code.

We must emphasize that our tutors and TAs are not allowed to write your code!

2.3 What if the channels don't appear for me?

If you don't see your course in the list of channels, your instructor might not have provided a list of students for your course. Please contact your instructor and ask him/her to provide their student list to the UTSA CS Discord server maintainers.

If you don't see the **Stack Pointer Bot** at the top of the list of users, then UTSA CS Discord BOT is not active. Please create a trouble ticket via the following steps:

- Enter [https://cs.utsa.edu/](https://cs.utsa.edu/) in a browser
- Press the **Contact** menu item at the top of the page.
- Press the big red **HELP** button.
- Specify **Discord Bot is not running**