

# AugNet 101

Introduction to AugNet MAL

## **Activating Your Account**





AUGNET ACCOUNT ACTIVATION

#### Locate your record (Step 1 of 5)

Welcome to AugNet! Please enter the information requested below so that we can look up your account.

Last name:

8-digit Augsburg student ID number:

Hext

NOTE: if your student ID number is only 7 digits long and begins with "72" or "73", please add a "3" before your ID number. For example, 7371234 would become 37371234. If you do not know your student ID number, please contact the Enrollment Center at 612-330-1046.

© 2007 Augsburg College Information Technology

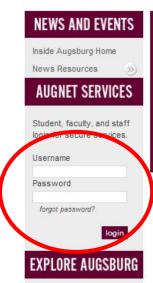
- •Go to inside.augsburg.edu/techdesk
- You need to know student ID
- You get to choose password
- Record your username and password

## **AugNet Services – logged off**









A to Z Directory

Admissions

Campus Life

Quick Links
Visiting Augsburg
Augsburg College

Academic Offerings





# AUGSBURB NOW

### Summer 2013 Augsburg Now

[AUGUST 19] - Check out the new edition of Augsburg College's alumni magazine. More >



### Auggie Days and move in

[AUGUST 19] - Auggie Days, a required on-campus orientation experience for incoming first-year students, begins August 31. More >



### Visit Augsburg at the State Fair

[AUGUST 19] - Augsburg will have a booth in the Education Building at the Minnesota State Fair.



### Daily A-mail

Updated: August 21, 2013



#### Augsburg Weekly

Updated: August 19, 2013 Next Edition: September 2



#### State of the College

College Reports (You must be logged into Augnet to view) or submit a question/comment without logging in

### CALENDAR

	((	Aug	gust 2	2013	))	
S	M	T	W	Т	F	S
	31	-		1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

WEDNESDAY, AUGUST 21

No Public Events





## **AugNet Services – logged in**

















### NEWS AND EVENTS

Inside Augsburg Home News Resources

### **AUGNET SERVICES**

WebMail

Records & Registration

Directory Search

My Courses (moodle)

Account Utilities

Administrative Tasks

Community

Daily A-mail

Submit News and Announcements

Submit Calendar Item

Moodle Community

Parking Services

**Emergency Notification** 

College Reports

Discussion Forums

Logout

## WELCOME BACK **AUGGIE ATHLETES**





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« August 2013 »						
S	M	Т	W	T	F	S
	11-32	-		1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	18	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

WEDNESDAY, AUGUST 21

### **Financial Petition** Committee ?

meeting 9:00am to 10:15am, Sverdrup 102. Sverdrup Hall

7 - Internal Event

# **AugNet Services ■**http://inside.augsburg.edu











NEWS AND EVENTS

**AUGNET SERVICES** 

Inside Augsburg Home

My Courses (moodle)

Account Utilities

Community

Daily A-mail

Submit News and

Announcements

Submit Calendar Item

Moodle Community

Parking Services

College Reports Discussion Forums

**Emergency Notification** 

WebMail Records & Registration Directory Search

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State of the College College Reports (You without logging in

CALENDAR

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

WEDNESDAY AUGUST 21 **Financial Petition** Committee 6 9:00am to 10:15am, Sverdrup

102, Sverdrup Hall A - Internal Event

Login to Inside Augsburg for...

- Webmail (e-mail)
- Records & Registration
- **Paying Bills**
- **Directory Search**
- My Courses (moodle)

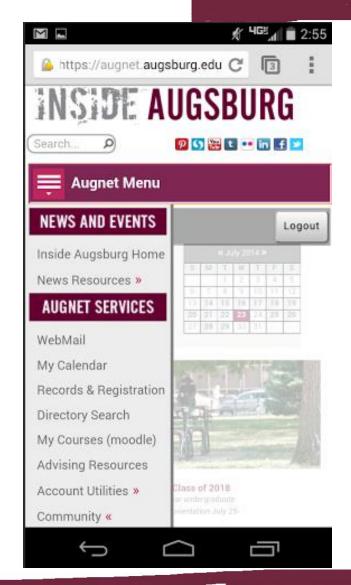
Other AugNet services...

- E-Mail configuration
- Password change

## **AugNet Services – Mobile View**

# AUGSBURG 'COLLEGE





## E-mail: things to know



"Official means of communication"

A-mail

- Daily A-Mail
- You are responsible for all information sent to your Augsburg account
- Use Webmail OR...
- An e-mail program on your own computer
  - Go to <u>inside.augsburg.edu/techdesk</u> and search "Setting Up Email" for more details

# **Forgotten Password Utility**





### INSID AUGSBURG

AUGNET SERVICES

### **AugNet Password Change**

This password controls access to to all of the AugNet related services including e-mail and network logins, in addition to all web logins that require an AugNet username and password.

Changes made to your password here will take effect immediately. As a side effect of the change, you will be logged out of your current AugNet web session and then automatically logged in again with your new password. Please close any other AugNet related web browser windows before submitting the change.

Current AugNet password	
New AugNet password	
Confirm new AugNet password	
Change Password	Clear All

#### Passwords must:

- . Be a minimum of 6 characters (max 16)
- . Not contain the same character more than 3 times
- . Contain at least one numeral
- . Be changed each 365 days (180 days for some administrative users)

#### The following cannot be used:

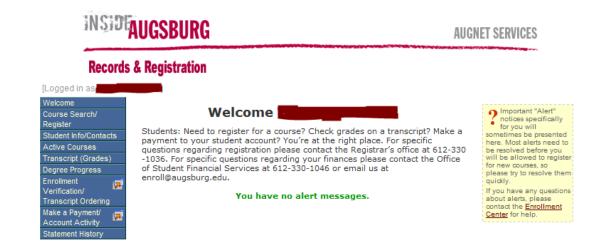
- · Any old password
- · Your first or last name
- · Your username

#### Please also note:

- · Passwords are case sensitive
- . Use of both upper and lower case letters is encouraged (and required for some administrative users)







- View class schedules (check latest room locations here!)
- View grades and transcripts
- Request enrollment verification
- View current financial statement
- Make a secure online payment
- Unofficial grades may be posted in moodle, but official grades are only posted on R&R

# Records & Registration: Active Courses



verdome

Inside Augsburg Home | AugNet Logout

**NSID AUGSBURG** 

**AUGNET SERVICES** 

### **Records & Registration**

Course Search/ Register Student Info/Contacts Active Courses Transcript (Grades) Degree Progress Enrollment Verification/ Transcript Ordering Make a Payment/ Account Activity Statement History Track Your Financial Aid Student Employment Pay Records

### **Active Courses**

Your current and future registered courses



Printable Active Course Schedule

Enrollment Option	Course	Title	Start-End Date	Grade Option	Credit Attempt
	201	1-2012 Fall S	emester		
	ART132 (2011SEM1-A)	Photography I	9/7/2011- 12/9/2011	Traditional	1.00
	COM247 (2011SEM1-B)	Documentary Video	9/8/2011- 12/8/2011	Traditional	1.00
	ENL241 (2011SEM1-A)	Introduction to Cinema Art and Lab	9/8/2011- 12/8/2011	Traditional	1.00
	THR233 (2011SEM1-A)	Acting for the Camera	9/13/2011- 12/6/2011	Traditional	1.00
	2011	-2012 Spring	Semester		
Drop	ENL371 (2011SEM2-A)	History of Cinema	1/18/2012- 4/27/2012	Traditional Change	1.00
Drop	FLM490 (2011SEM2-C)	FLM Keystonefor FLM 495 section C	1/17/2012- 4/26/2012	Traditional Change	0.00
Drop	FLM495 (2011SEM2-C)	Advanced Documentary Film	1/17/2012- 4/26/2012	Traditional Change	1.00
Drop	REL309 (2011SEM2-A)	Religion at the Movies	1/19/2012- 4/26/2012	Traditional Change	1.00

The option to drop, withdraw or change grade option is only shown within the allowed dates for the course. See the Academic Calendars from the Registrar's Office for details.

# Records & Registration: Transcript



Welcome

Inside Augsburg Home | AugNet Logout

### **NSID AUGSBURG**

AUGNET SERVICES

### **Records & Registration**

[Logged in as

Welcome Course Search/ Register

Student Info/Contacts

Active Courses

Transcript (Grades)

Degree Progress Enrollment

Verification/

Transcript Ordering

Make a Payment/ Account Activity

Statement History

Track Your Financial Aid

Student Employment Pay Records

### **Transcript Terms**

Name	
ID Number	40007879
Stage	Senior
Date	12/9/2011
Advisor	Ellenwood, Wesley
Placement	Math Placement Level: MPG3 Writing Placement Level: EFFWRT Critical Thinking Level: 39
Achievements	Engaging Minneapolis Requirement Completed

This is a list of the terms in which you have graded classes. Please choose a term to see the associated transcript records.

#### All Terms

Term	
2008-2009 Fall Semester	
2008-2009 Spring Semester	
2009-2010 Fall Semester	
2009-2010 Spring Semester	
2009-2010 Summer Session I	
2010-2011 Fall Semester	
2010-2011 Spring Semester	
2010-2011 Summer Session I	
2011-2012 Fall Semester	

# **Records & Registration:** Transcript - Specific term



Inside Augsburg Home | AugNet Logout **NSID AUGSBURG Records & Registration** [Logged in as Welcome Augsburg College Transcript Recently submitted Course Search/ grades may not be Register immediately reflected in GPA Student Info/Contacts

Active Courses Transcript (Grades) Degree Progress Enrollment Verification/ Transcript Ordering Make a Payment/ Account Activity Statement History Track Your Financial Aid Student Employment Pay Records

Name	
ID Number	40007879
Stage	Senior
Date	12/9/2011
Advisor	Ellenwood, Wesley
Placement	Math Placement Level: MPG3 Writing Placement Level: EFFWRT Critical Thinking Level: 39
Achievements	Engaging Minneapolis Requirement Completed

calculations.

You can request an exhaustive and authoritative printed transcript from the Office of the Registrar.

Printable Version

### 2010-2011 / Spring Semester

UG DAY

**				
Dept/Course	Title		Grade	Credits
ART340	Digital Imaging		2.5	1.00
FLM312	Film Production II		2.0	1.00
HPE003	Lifetime Activity: Soccer		Р	0.00
MUS245	Arts Management and Concert Promotion		3.0	1.00
PHY119	Physics for the Fine Arts		0.0	0.00
PHY119L	Physics for the Fine Arts Lab		N	0.00
		Current	1.875	3.00
		Cumulative	1.891	22.00





2006-2007 / Transfer Work I

UG DAY

Dept/Course	Title	Grade	Credits
CSIS161	Programming I	GRT	0.00
PHYS117	Basic Astronomy	GRT	0.00
TRNS000TR	Total Granted	GRT	1.50
	Current	0.000	1.50
	Cumulative	0.000	1.50

2007-2008 / Fall Semester

**UG DAY** 

Dept/Course	Title		Grade	Credits
AUG101	Augsburg Freshman Seminar		P	0.00
CSC160	Intro to Computer Science/Communications		3.0	1.00
MAT114	Precalculus		3.0	1.00
PSY105	Principles of Psychology		4.0	1.00
REL100	Christian Vocation & Search/Meaning I		4.0	1.00
		Current	3.500	4.00
		Cumulative	3.500	5.50

2007-2008 / Spring Semester

UG DAY

Dept/Course	Title		Grade	Credits
CSC170	Structured Programming		4.0	1.00
ENL111	Effective Writing		4.0	1.00
MAT145	Calculus I		3.0	1.00
REL200	Christian Vocation & Search/Meaning II		4.0	1.00
		Current	3.750	4.00
		Cumulative	3 625	9.50

# Records & Registration: Financial Statement



IGSBURG							
UGSBURG COLLEGE							
				:	Student	Finance	
						•	Caren (
Refund		Yo	our Bills				
General Refunds: Enrolled	<u>Edit</u>	То	view all your b	ills click View All'.			View Al
uest Usernames	Add New	E	Augsburg B	ill 08/14/2013	3	<u>View</u> Downloa	ıd
You currently have no Guest Usernames set up.		E	Augsburg B	III 05/14/2013	3	<u>View</u> Downloa	ıd
		£	Augsburg B	III 04/03/2013	3	<u>View</u> <u>Downloa</u>	ıd
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		Pa	ayment Plans				
		_		Semester Payment Employer Tuition Re		nent Plan	
		Sa	aved Account	s			
						A	dd New
		C	Checking				Edit
		10	98-T				

# Records & Registration: Financial Aid



4UG	SBURG C	OLLEGE		Financial Aid
ne Welcom	Awards	Documents	Messages	Loans
Welcome to Financial Ser	the online financial aid t	racking system. Contact the C or studentfinances@augsburg		2011/2012

The College Board. PowerFAIDS® Net Partner Version 17.0



Home | AugNet Logout

# Online directory: search

Welcome auggie@augsburg.edu			Inside Augsbur
INSIDIAUGSBURG		O STEEL OF THE STREET,	AUGNET SERVICES
Directory Search			
First Name:	Last Name:		Specify the search criteria in the categories and click search to
Department:  Location:	Username: Job Title:		display the result. The more criteria you specify, the more accurate the result.
Phone:	Campus Box:		Predefined Searches
Search Reset	Exact Match:	Yes No	<ul><li>Department Listing</li><li>Faculty/Staff</li></ul>

# Online directory: results

AUGSBURG "COLLEGE"

☐ Go to inside.augsburg.edu/techdesk and search "hide directory"

- Restricted to Augsburg students, staff, and faculty
- ID card photos!
- Can choose to hide your information

Search Results

Print this search
Customize and print this search

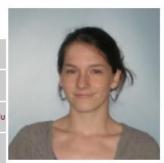
Estelle Grace RichardsonHohn

Title: Day Student

Department: Students

E-Mail: richar20@augsburg.edu

Box: 1426



### Print this search

This directory is provided for internal Augsburg College use only Unauthorized use or distribution of this information is prohibited. Customize and print this search







- Every course has a moodle site
- Use of moodle will vary – check with your instructor for expectations
- Announcements
- Forums
- Readings
- Much more





## Other AugNet services

Data Storage
Computer labs & classrooms
Wired & wireless access
Printing

# AUGSBURG "COLLEGE"

## **Computers: Data storage**

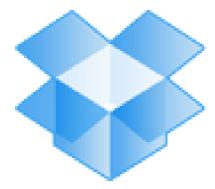
- Online storage (Google drive, Dropbox, etc)
- Augsburg Google drive 30GB
- AugNet folders
- USB thumb drives



### **DON'T SAVE ON DESKTOP ON LAB MACHINES!!**







# AUGSBURG "COLLEGE

## **AugNet folders**

- 1 GB of storage
  - private space just for you
  - 'public' folder for sharing files
  - 'www' folder for creating a web site
- Access from anywhere in the world
- Lab computers connect automatically
- From your own computer:
  - You can login to your network folders though the Inside Augsburg site.

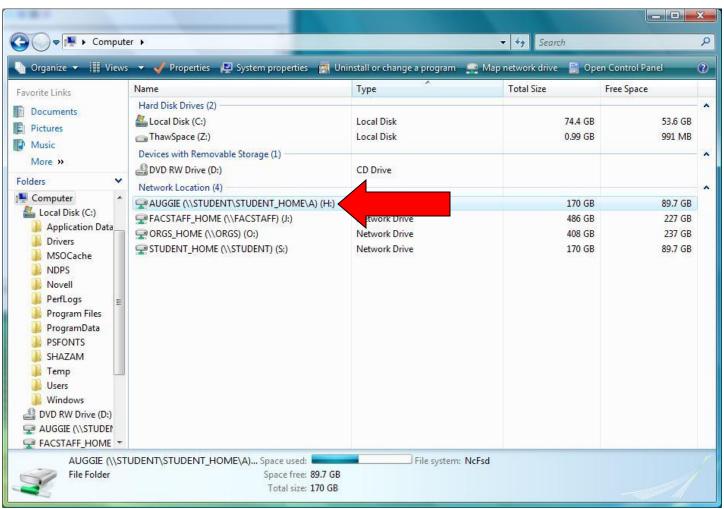
# Network Folders – From on campus











# Network Folders – From on campus

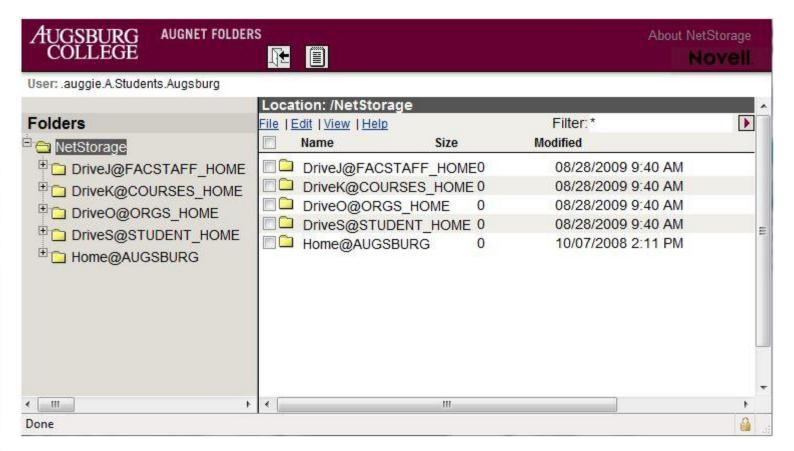


File Edit View Tools	Help			
Organize ▼ Burn	New folder			
▲ ★ Favorites	Name	Date modified	Туре	Size
📜 Computer	Home Work	11/16/2010 7:48 AM	File folder	
Desktop	ル public	3/31/2009 3:50 PM	File folder	
🗼 Downloads	<b></b> www	3/31/2009 3:50 PM	File folder	
Recent Places	₩ ~WRA0004.wbk	4/23/2012 11:16 AM	Microsoft Word B	32 KB
	Kayako Session August26.docx	8/26/2011 2:36 PM	Microsoft Word D	25 KB
D 🛜 Libraries	Latrice.docx	1/11/2013 2:23 PM	Microsoft Word D	16 KB
	Library Snapshot version 2.docx	8/24/2011 1:22 PM	Microsoft Word D	165 KB
🛮 🌉 Computer	Library Snapshot.docx	8/24/2011 12:37 PM	Microsoft Word D	193 KB
▷ 🕌 Local Disk (C:)	Moodle_Huddle_Leveraging_Peer_Assess	10/10/2012 4:26 PM	Microsoft PowerP	2,102 KB
■ SANTAND (\\FACST)	Paideia_2012.csv	9/20/2012 11:37 AM	Microsoft Excel C	2 KB
Home Work	pptE216.tmp	5/29/2012 9:52 AM	TMP File	3,656 KB
public	sukhpreet.docx	8/26/2011 6:28 PM	Microsoft Word D	13 KB
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▶ 🚅 STUDENT_HOME (\\				
⊳ 📬 Network				





Search "network folder" for instructions



# Computers: On-campus resources





Students use the <u>250+</u> campus computers...

- Lindell Link Lab
- 24-hour Urness Lab
- Christensen Center
- Library laptop fleet
- Computer classrooms
- Web kiosks
- Program labs & offices



# Computers: Using a business owned laptop

Often you will need administrative rights to:

- Add printers
- Connect to wireless
- Access network folders

Connect with your business's system administrator to work that out.

# Printers: College-provided

- Multi-purpose copier/printer provided in...
  - each residence hall lobby
  - computer classrooms & suites
  - throughout Lindell Library
- Color laser printers in...
  - Street level of library
  - Graphics arts computer lab
- Duplex (2-sided) printing
- Maintained by Central Services
- Toner & paper provided
- Print quota in effect (500 pages/6months)
- Go to <u>inside.augsburg.edu/techdesk</u> and search "Printers"









## Wireless access:

### AUGSBURG COLLEGE

# Augsburg wireless network:

- Available campus-wide
- Secure authentication
- Gaming consoles/web devices connect automatically
- Augsburg GuestAugsburg
- Search for "wireless" on the TechDesk site.



# Wireless access: SafeConnect





An Important Message From Augsburg College

We have moved from Clean Access to a new program called SafeConnect. We require you to authenticate and install SafeConnect before proceeding.

### Click Here To Read Our Acceptable Use Policy

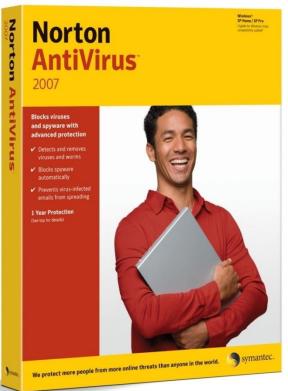


If you have questions please contact the TechDesk at For online support use our Live Chat.



# Your computer: Taking Care of Viruses





Student-owned computers running Windows MUST have an antivirus application installed and up-to-date

Free anti-virus programs can be found online (e.g. Microsoft Security Essentials, Avast)

# Your computer: Taking care of Spyware

AUGSBURG 'COLLEGE

We recommend <u>installing</u> and <u>using</u> at least of the following products:

- Malwarebytes
- Comodo
- Windows Defender
- Avast













Microsoft Office 2013 for PC Microsoft Office 2011 for Mac

Read & Write Gold for PC/Mac



### **Free for Augsburg students**

Search inside.augsburg.edu/techdesk for "msoffice" and "rwgold" for details

# Your computer: Discounts



Partnerships with...

- -Apple
- -Dell
- -CDWG







☐ Search for "discounts" for details

# **Getting help!**



- The TechDesk
  - -612.330.1400
  - techdesk@augsburg.edu
  - inside.augsburg.edu/techdesk
  - Street Level, Lindell Library room 104

## What does the TechDesk do?

### AUGSBURG COLLEGE

- AugNet accounts
- Internet connections on campus (wired and wireless)
- Campus printer help (quota)
- Diagnose virus and spyware issues
- General computer questions
- No hardware maintenance or repair work

Not listed here? Ask us anyway!





### **Hours & Location**

Street Level, Lindell Library



## Spring/Fall Hours

M-F: 7:30am-7:00pm

Sa: 7:30am – 4pm

Su: 5pm – 8pm

Visit the TechDesk website for a complete listing of hours, including dates that we are closed.

# Find help online:





### STUDENT COMPUTING

Home

AugNet Services

Technology Policies

**Account Activation** 

Contact Us

### Tech Desk

Student Technology and the TechDesk are a part of the Information Technology Department.

The TechDesk is a central point of contact for student technology information. We are here to support and encourage Augsburg students in their use of technology, in their academic work and beyond.



Search for answers in our knowledgebase

Search

### Frequently Requested Info

Activate my Account — for new and re-admitted students

Wireless Help — connect to the campus-wide wireless network

Printer Help — print from your computer to a campus printer

Remote Lab — access to software installed on our labs from your own computer

Atomic Learning — access to thousands of short clips about Word and other applications