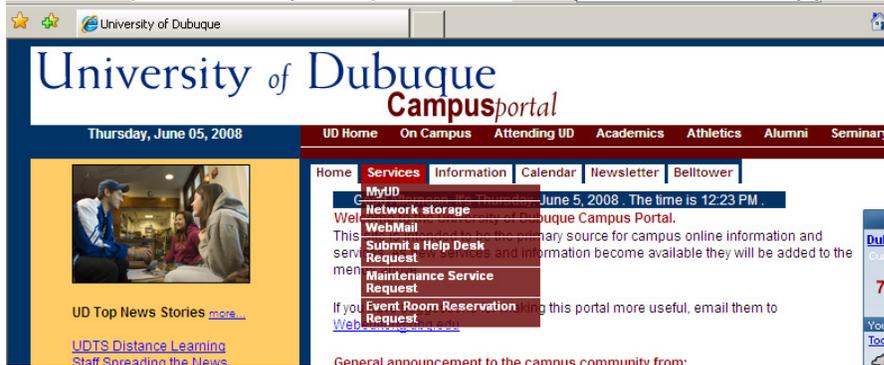


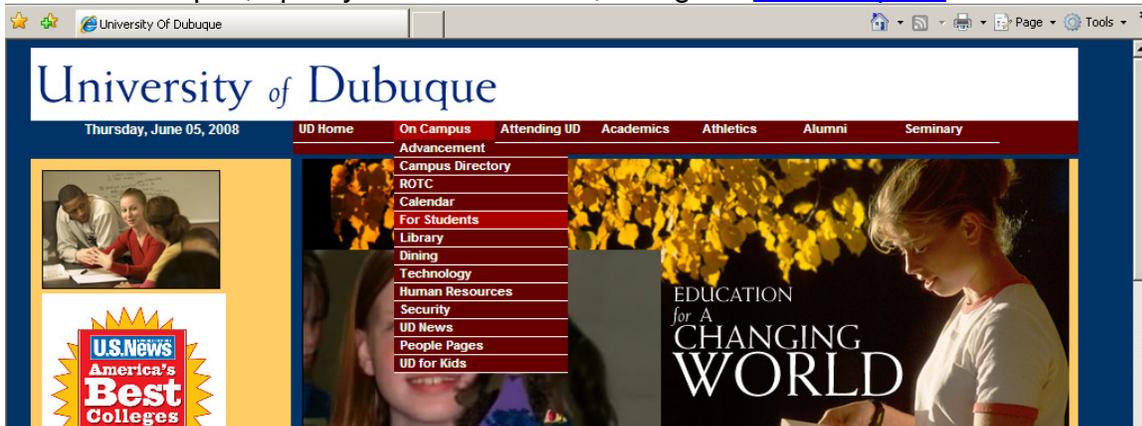
University of Dubuque Web Information Student Instructions

If on campus using a University of Dubuque networked computer, Open your web browser (Internet Explorer) and the Campus Portal will appear.



Point to the Services option, and select My UD from the list.

From off campus, open your web browser, and go to www.dbq.edu



Point to On Campus, then select For Students.

<p>Quick Links</p> <p>Apply Online Apply online</p> <p>Admission Reps Find your admission representative.</p> <p>Student Activities Upcoming events for students and resources for activities around Dubuque.</p> <p>Safety and Security University of Dubuque Emergency Response and Crisis Management Plans</p> <p>My UD UD web based registration and advising</p> <p>WebMail Please use Groupwise to check your mail when you are on campus, not WebMail</p>	<p>Classes begin August 25, 2008.</p> <p>Quick References</p> <p>Charles C. Myers Library Search the library catalog, view library hours and contact information</p> <p>Campus Directory Search for UD faculty and staff names and contact information.</p> <p>Student Organizations View Student Organizations and contact information.</p> <p>Student Life Find out what's happening around campus and get involved.</p> <p>Student Housing Information about student housing.</p> <p>Campus Map Find your way around campus.</p>
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You will see a link for My UD on the next page. Or you may enter this URL to go directly to My UD <http://my.dbq.edu>

This will bring up a login screen.

Under **ID**, enter your Student ID Number

Under **PIN**, enter the Personal Identification Number that was given to you. (Note: this PIN will change each semester. Your PIN can be obtained from the Registrar's office or from the Help Desk)

The login screen has a black header with the word "Login" in white. Below the header, it says "Please enter your ID and PIN, then click on the Login button." and "You may enter as a guest by clicking on the Guest button." There are two input fields: "ID" with the value "12345" and "PIN" with a masked value "XXXXXX". At the bottom, there are two buttons: "Login" and "Guest".

Click the **Login** button.

A Welcome screen should now appear. (*SPECIAL NOTE: THE "BACK" BUTTON OF YOUR WEB BROWSER WILL NOT WORK!*)

The screenshot shows a Microsoft Internet Explorer browser window displaying the University of Dubuque student portal. The address bar shows "http://dubwinweb2/campusweb/main.asp". The page features a navigation menu on the left with categories like "Academics", "Advising", and "My Profile". The main content area displays a "Welcome Joseph" message for the "Fall 2003-2004 Academic Year" and provides information about "Student Registration", including a registration deadline of 4/9/2003 00:00 and a note about registration requirements.

Here's what you can do:



ACADEMICS

My Schedule: Displays your current semester class schedule. This can be printed in either of two formats.

To print a copy of the schedule, click “Reformat as a printable page.” A new window will open. Before printing, go to **FILE > PAGE SETUP** and click **LANDSCAPE** in the lower left corner. Click **OK**, and then print.

The schedule can also be printed as a dayplanner by clicking “Show 'My Schedule' as a Dayplanner” and then printing. See samples on next page.

My Grades: Displays a record of your grades.

Course Search: Displays all scheduled classes by term.

Scroll the screen down to the area for “Detailed Search for Courses”

Under “Show:” make a selection. (**Open and full classes** will show all classes scheduled.)

Select your **Division** (all, Undergraduate, Graduate or Seminary).

Select the **Department** (selecting “all” will bring up all classes offered).

Detailed Search for Courses: Spring 2002-2003 Academic Year

Show: open and full classes, open classes only, or full classes only.

Meeting days:

OK	Mon
OK	Tue
OK	Wed
OK	Thu
OK	Fri
OK	Sat
OK	Sun

Undergraduate Courses Division
CIS - Computer Information Systems Department
Part of the course name
Subterm Courses
(no limit) beginning class time
(no limit) ending class time
(no limit) or higher course numbers.
(no limit) or lower course numbers.

Return 10 courses per page Search Clear

Click the **Search** button. A list of all courses in that department will appear.

Here's a sample of the printed *schedule* for our student, Joseph Spartan:

University of Dubuque Campus Web - powered by Jenzabar

Schedule for: Joseph Spartan
Fall 2003-2004 Academic Year

Section	Course Name	Hours	Instructor	Meets	Dates	Location
D CIS 101 03 (Pre-Registered)	Intro to Computers	3.00	Jean Broessler	MWTF(10:00 am-10:50 am)	8/25/2003 to 12/11/2003	MAIN TECH 111
D ENG 100 01 (Pre-Registered)	Comp & Rhetoric I	3.00	Robert Hagg	MWTF(9:00 am-9:50 am)	8/25/2003 to 12/11/2003	MAIN BLADE 101
D UDHS 121 02 (Pre-Registered)	World Civilization I	3.00	Cathie Coquillie	TR(3:00 pm-4:15 pm)	8/25/2003 to 12/11/2003	MAIN LIBR 381
D ESC 214 01 (Pre-Registered)	Meteorology	3.00	Paul Johnson	TR(8:00 am-9:15 am)	8/25/2003 to 12/11/2003	MAIN GOLD 305
D UDMA 111 01 (Pre-Registered)	Collegiate Math	4.00	Gary Schreiber Paul Schamer	MWTF(11:00 am-11:50 am)	8/25/2003 to 12/11/2003	MAIN GOLD 309
D UDMS 215 01 (Pre-Registered)	Intro World Music	3.00	Debra Sleuens	MW(6:00 pm-7:15 pm)	8/25/2003 to 12/11/2003	MAIN GOLD 201
D AVI 145 04 (Pre-Registered)	Safety & Ethics in Aviation	1.00	Steven Acinelli Roger Wickman Joseph Suarez	T(6:30 pm-8:20 pm)	8/25/2003 to 10/17/2003	MAIN GOLD 201
D CIS 491 01 (Pre-Registered)	Independent Study (C/V)	0	Carl Rodge	(TEA)	8/25/2003 to 12/11/2003	

Here is a sample of a printed *dayplanner* for Joseph.

Each row in the chart below shows your course commitments for that day of the week.

Day	9:00 am-9:50 am	10:00 am-10:50 am	11:00 am-11:50 am	3:00 pm-4:15 pm	6:00 pm-7:15 pm	8:00 am-9:15 am	6:30 pm-8:20 pm
Sun							
Mon	D ENG 100 01 MAIN BLADE 101	D CIS 101 03 MAIN TECH 111	D UDMA 111 01 MAIN GOLD 309		D UDMS 215 01 MAIN GOLD 201		
Tue	D ESC 214 01 MAIN GOLD 305			D UDHS 121 02 MAIN LIBR 381			D AVI 145 04 MAIN GOLD 201
Wed	D ENG 100 01 MAIN BLADE 101	D CIS 101 03 MAIN TECH 111	D UDMA 111 01 MAIN GOLD 309		D UDMS 215 01 MAIN GOLD 201		
Thu	D ESC 214 01 MAIN GOLD 305		D UDMA 111 01 MAIN GOLD 309	D UDHS 121 02 MAIN LIBR 381			
Fri	D ENG 100 01 MAIN BLADE 101	D CIS 101 03 MAIN TECH 111	D UDMA 111 01 MAIN GOLD 309				
Sat							

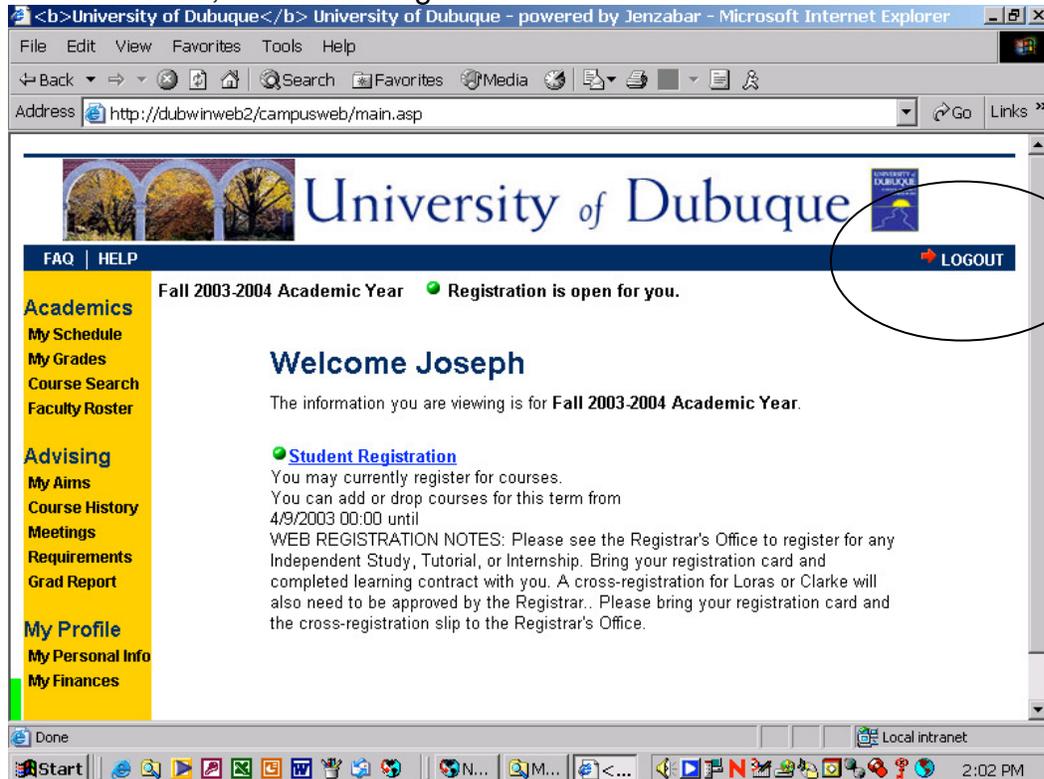
Faculty Roster: List of faculty from A-Z. Clicking on a name will display their courses being taught, times, and locations.

MY PROFILE

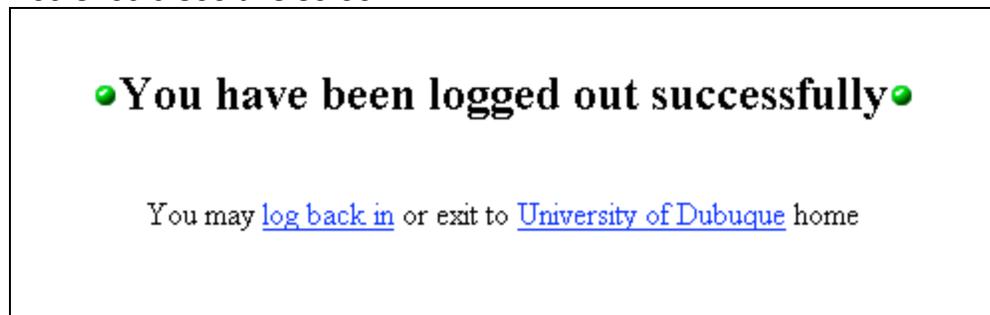
My Personal Information: Display's student's personal information (address, major, grades, schedule)

My Finances: Let's you see the status of your account.

When finished, be sure to Logout.



You should see this screen:



If you encounter any difficulty, please call the Help Desk at x3737.