Union Institute & University

Technology at UI&U: Student Start Guide

The Center for Teaching & Learning

Student Guide to CampusWeb at UI&U

Table of Contents

Welcome to Union Institute & University! This guide provides a quick overview of the resources available in CampusWeb to students attending UI&U and covers important information you will need to get off to a successful start.

Topics include how to access your account, send campus email, locate your courses, and get the help that you may need.

RECOMMENDED COMPUTER SPECIFICATIONS FOR STUDENTS

To ensure your academic success at Union Institute and University we recommend the following minimum requirements for your personal computing devices. Please contact the UI&U Help Desk (513.487.4357, help@myunion.edu) with any questions or concerns.

Internet bandwidth: 5 MBPS or higher

Computer hardware
- Processor: Intel Core i3 and higher or AMD equivalent
- Memory: 8 GB
- Hard Drive: 160 GB and higher

Computers using Microsoft Windows
- Supported operating systems**:** Windows 7, 8. 8.1 and 10
- Supported versions of Microsoft Office: Office 365 and Office 2013 and higher
- Supported internet browsers:
    - Internet Explorer: IE 11 or higher and Edge
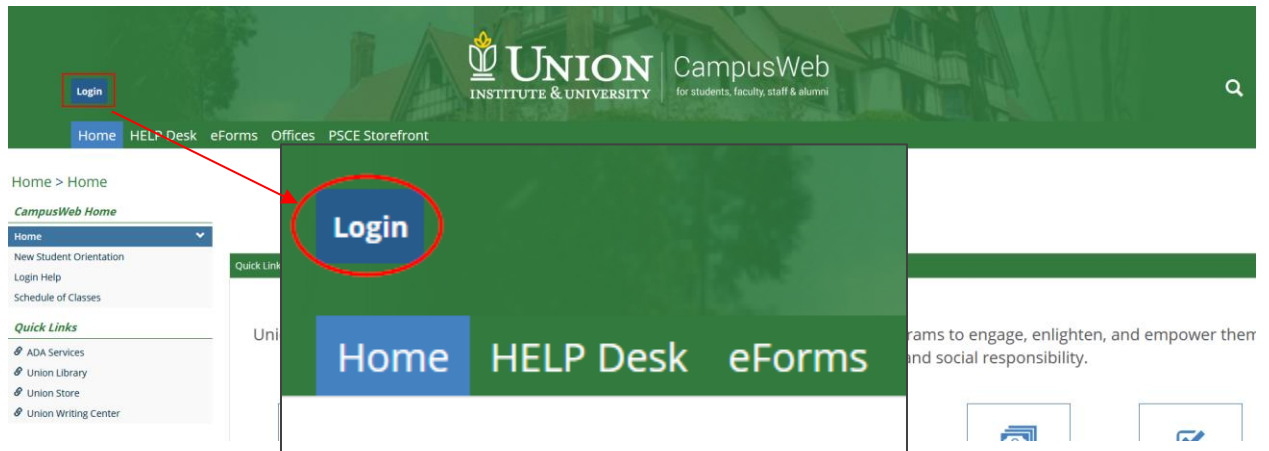   - Google Chrome
    - Mozilla Firefox

Apple Computers
- Supported operating systems**:** Mac OS 10.12 (Sierra) or higher
- Supported versions of Microsoft Office: Office 365 and Office 2016 and higher
- Supported internet Browsers**:**
    - Apple Safari 10 and higher
    - Google Chrome
    - Mozilla Firefox

LOG INTO CAMPUSWEB

Complete the following steps to access CampusWeb.

1. Click the following link or **copy/paste** into a browser: https://campusweb.myunion.edu/ics.

2. Click Login from the top left corner.
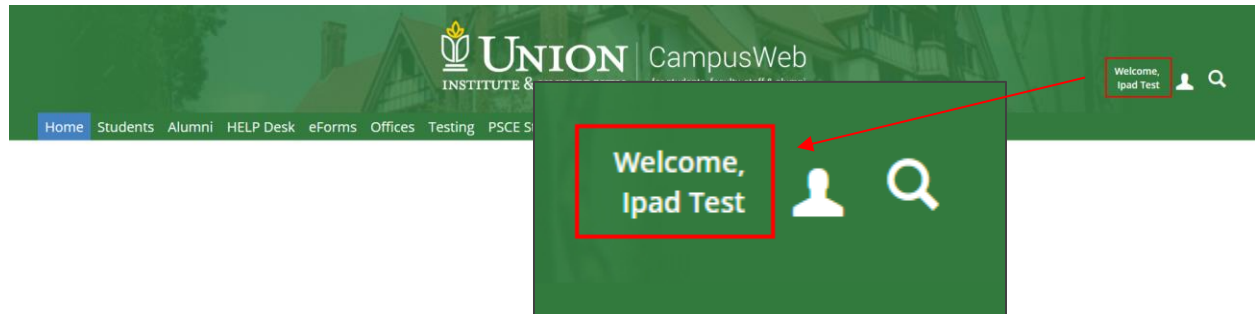

3. Enter Union ID# and Password.

   • Default password is the last four (4) digits of your Social Security number.

4. Click LOGIN.
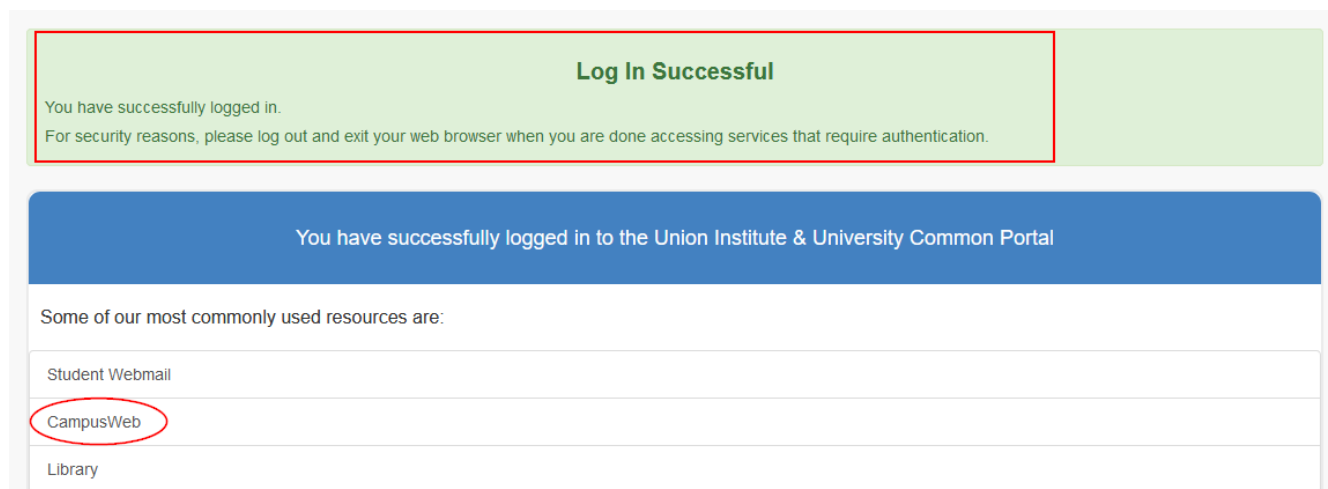
Confirm your login success by checking the top right corner of CampusWeb; your first and last name will display like in the example below.

You may encounter a confirmation message if CampusWeb did not close securely. If you get the confirmation message,

1. Click CampusWeb.

2. Click Log in.

RESOURCES AND INFORMATION ON CAMPUSWEB

Students tab

The default-landing tab for students is the Students tab. The top student options are presented via Quick Links icons: My Courses, Register for Courses, Transcripts, Student Success, My Financial Account and the Bookstore. Click the preferred icon to access that page or content.

If looking for something else, the left-page menu holds additional topics for your perusal. Select the page to view only that content.

- Announcements
- Course Search
- ID Card
- Bookmarks
  - New Student Orientation
  - ADA Policy
  - University Catalog
  - Academic Services
  - Academic Integrity Policy
  - UI&U Virtual Campus-Adobe Connect
- Handouts
  - UI&U Academic Calendar
  - Assignments Guide
  - Locate Past, Current or Future courses
  - CampusWeb Self-help Guide
  - Acceptable Use of Technology Resources
- Advisor
- Degree Audit Advising Worksheet

Next, we will look at resources housed within CampusWeb and other tabs.

| Home | Students | HELP Desk | Academics | CTL | eForms | Groups | Offices | PSCE Storefront | My Pages |

Quick Links

Regardless of where you are within CampusWeb, Quick Links is available from the left-page menu.

My Courses, My Pages, and My Groups are ways students may interact with their course or program. Please note not all programs at UI&U have an affiliated Group. Please contact your Program Advisor with any questions.

Easily access ADA Services, the Online Library, and more with the available hyperlinks.

Quick Links

- My Pages ⌄
- My Courses ⌄
- My Groups ⌄

🔗 ADA Services
🔗 Union Library
🔗 Union Store
🔗 Union Writing Center

Home tab

Items of interest for students on the Home tab include the Quick Links of Register for Courses, My Financial Account, and Student Refunds icons.

Quick Links

UNION'S MISSION:

Union Institute & University educates highly motivated adults who seek academic programs to engage, enlighten, and empower them to pursue professional goals and a lifetime of learning, service, and social responsibility.

| Email | University Catalog | Register For Courses | University Library | My Financial Account | Student Refunds |

The left-page menu contains:

- New Student Orientation
  - Introduction to CampusWeb
  - IT Orientation
  - Undergraduate Orientation Guide
  - Graduate Orientation Guide
- Login Help
  - Look up UI&U ID number
  - Reset Password

Home > Home

CampusWeb Home

Home

What's New in CampusWeb?

●New Student Orientation

Bookstore

●Login Help

Schedule of Classes

HELP Desk tab

From the Help Desk page, locate the Help Desk contact information. There are additional resources available on the left-page menu for students, such as Remote Help with Windows or Apple (download the appropriate link to your computer) as well as freebies, Student Help, and more.

HELP Desk > Technology Support

HELP Desk

Technology Support

Hours and Contact Information
Orientation for new employees
Remote Help ●
Software and Free Downloads ●
Recommended Computer Specifications
Password and ID Help
Cincinnati Rooms and Labs
Submit a Help Desk Ticket
Adobe Connect
GoToMeeting
Student Help ●
The Help Files

Hours and Contact Information

Help Desk Hours:
Staff Support: Monday-Thursday, 8am-6pm Eastern time and Friday 8am-5pm Eastern time

External help desk (third party): Overnight and on weekends

Phone Numbers:
888-85-UNION
888-858-6466
513-487-1137
Extension 1137 from any university center

Email: help@myunion.edu

Orientation for new employees

Academic tab

UI&U does not use the Academics tab in CampusWeb.

CTL tab

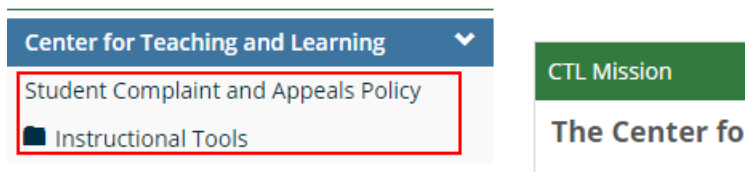### Student Complaint and Appeals Policy
View a short two-minute video explaining the policy and access the Student Concern form.

Instructional Tools
Visit the Instructional Tools sub-section if you will be using Adobe Connect, GoToMeeting, TurnitIN and more.

CTL > Center for Teaching and Learning

CTL

Center for Teaching and Learning ⌄

Student Complaint and Appeals Policy
■ Instructional Tools

CTL Mission

The Center fo

eForms tab

Obtain various forms from a number of offices from this one tab! Using the left-page menu, you may access:

- Refund
- Disability Disclosure
- Update your contact Information
- Various Offices
    - Academic Tutoring
    - Business Office Forms
    - Registrar Forms
    - Student Services

eForms > eForms Home

eForms

eForms Home ⌄

● Refund by ACH!
● ADA - Disabilities Disclosure
● Update Your Information
Feedback

■ Academic Tutoring
■ Business Office Forms
■ Center for Teaching and Learning
■ Financial Aid
■ Institutional Review Board
■ MA Online Forms
■ MS Forms
■ Registrar Forms
■ Scholarship and Research Applications
■ Student Services

Request a tutoring session

1. Click Academic Tutoring from the left menu.

eForms

eForms Home	⌄
Refund by ACH!	
ADA - Disabilities Disclosure	
Update Your Information	
Feedback	
📁 Academic Tutoring	
📁 Business Office Forms	
📁 Center for Teaching and Learning	
📁 Financial Aid	
📁 Institutional Review Board	

- The Academic Tutoring homepage will display.

    o Click Math Tutoring Request Form to schedule a tutoring session for math.

    o Click Writing Center Request an Appointment to schedule a tutoring sessions for writing.

eForms > Academic Tutoring > Academic Tutoring Home > Free-form Content

Academic Tutoring

Academic Tutoring Home
Math Tutoring Request Form
Writing Center Request an Appointment

Your academic tutoring forms are under the Page Menu to your left.

Groups tab

Select the Groups tab to access UI&U groups, similar to social media groups, that you have joined or to join new groups.

1. Click Browse Groups to view available student groups.

Groups 🖧 🖨 Print this page

Groups

CampusWeb Groups
CampusWeb Groups are a way for users to collaborate on topics of shared interest. It is another way of creating a community. They are similar to CampusWeb courses in that they can have announcements, handouts, bookmarks, calendars and other information pertinent to the group.

Faculty and Staff can submit an application to create a group using the *Create New Campus Groups* link on the right side of this page. The person who applies for the group will be the leader. Leaders have the ability to add content and add or invite new members. Groups can be public and users can proactively join or private, in which case users will be invited to join or added by the group leader.

Students can proactively join public groups by clicking on the *Browse Groups* link on the right side of this page. Public groups will be displayed with a Join link, private groups will have Closed listed. Once you join a group, a link to the group will appear under My Groups in the Quick Links.

Each group may be set up a little differently depending on the content posted. However, groups will have a Members Page, Group Directory, Discussion area and Public Page.

Group Leaders
Groups may be requested by any faculty or staff members of Union. Students may not request a group, however faculty may request that a student be promoted to one of the leaders of a group.

Campus Groups

My Groups	
Cincinnati	Drop Group
Cohort PhD Student Resource Center	Drop Group
Florida Center Graduate Program	Drop Group
Jonathan and Mary's Fun Play Group	Drop Group
Undergraduate Resource Corner	Drop Group

Browse Groups

➕ Create New Campus Group

2. Locate the preferred group by entering a search criteria or by using the scrollbar.
   - If you are already a member of the group, it will display **Member**
   - Click Join to connect with the new public group

Campus Groups

Keyword search: writing

Academic Programs

Writing Center
Member
View group

Other

Manuscript Writing and Publications
Not a member
Join

Social Workers of Tomorrow
Closed
View group

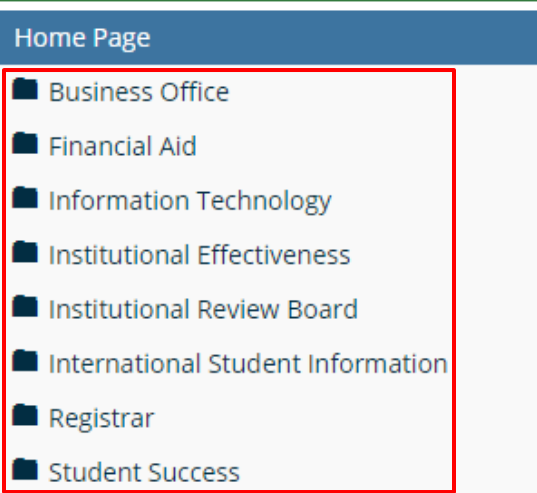**Offices tab**

Click the Offices tab to quickly access office folders from the left menu and any needed handouts, forms, etc.
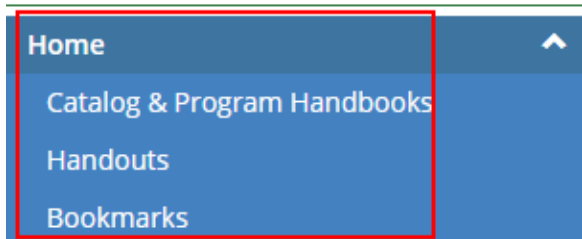
Offices > Home Page > Offices

Offices

Home Page
- Business Office
- Financial Aid
- Information Technology
- Institutional Effectiveness
- Institutional Review Board
- International Student Information
- Registrar
- Student Success

Click the preferred office folder and information pertaining to that area will display. Notice how the breadcrumb displays the path from Offices tab to Registrar folder.

Offices > Registrar > Home

Registrar

Home
Catalog & Program Handbooks
Handouts
Bookmarks

Catalog & Program Handbooks

The UI&U Catalog is the official primary sou
Individual program handbooks supplement t

STUDENT RESOURCES: CONTENT/SERVICE AND WEB LINK

STUDENT RESOURCES		
PAGE	**CONTENT/SERVICE**	**WEB LINK**
ACADEMIC SERVICES	The Writing Center	http://myunion.edu/student-resources/academic-services/
	Math Tutoring Center	
DISABILITY SERVICES	UI&U's ADA Policy	http://myunion.edu/student-resources/disability-services/
CAREER SERVICES	Skill Development, Professional Network, and Career Counseling	http://myunion.edu/student-resources/career-services/
REQUEST A TRANSCRIPT	Official and Unofficial Transcripts	http://myunion.edu/student-resources/request-a-transcript/
GRADUATION INFORMATION	Locations, Times, Dates, Lodging, and Requirements	https://myunion.edu/current-students/commencement-information/
LIBRARY	Access to UI&U's Virtual Library	http://library.myunion.edu/