

CTL CampusWeb Guides for Students

Getting Started with CampusWeb

An email was sent to your UI&U account, informing you that you now have a CampusWeb account. This document provides an outline for you to become acclimated with CampusWeb, which provides 24-hour access to your courses.

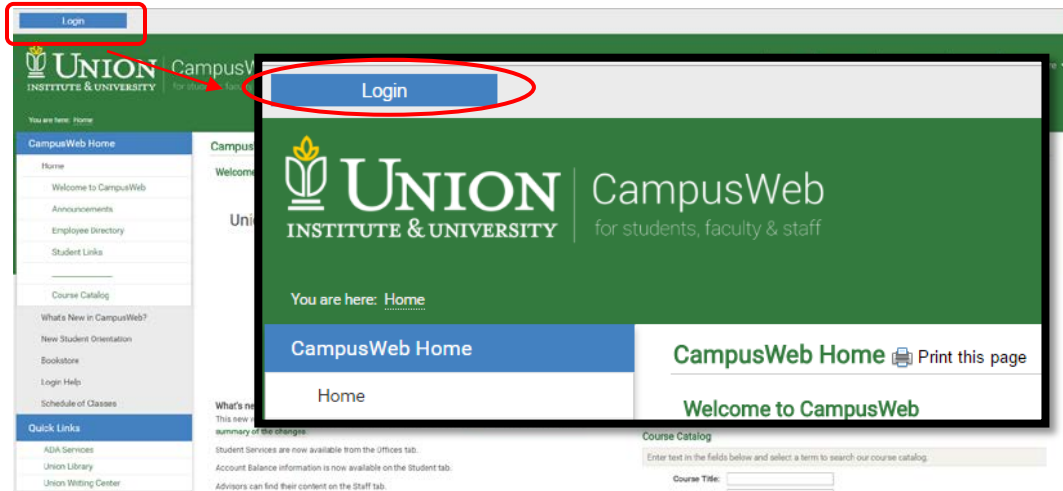
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Login to CampusWeb

1. Click the following link or **copy/paste** into a browser: <https://campusweb.myunion.edu>.
2. Click Login from the top left corner.



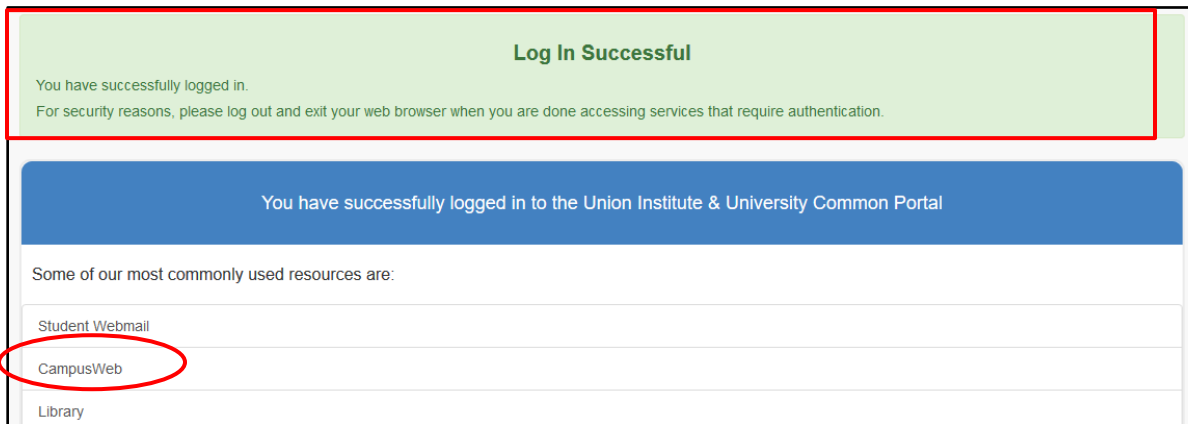
3. Enter Union ID# and Password (default password is last four-digits of your Social Security Number).
4. Click LOGIN.

A screenshot of the Union Institute & University Login page. The page has a green header with the university logo and the text "UNION INSTITUTE & UNIVERSITY Login". Below the header, there is a blue banner that reads "Enter your Union ID# and password to access your UI&U academic resources". The main content area contains two input fields: "Union ID#:" and "Password:". Below these fields are two buttons: "LOGIN" and "CLEAR". The "LOGIN" button is circled in red. At the bottom of the form, there is a link that says "Forgot your Union ID# or password?".

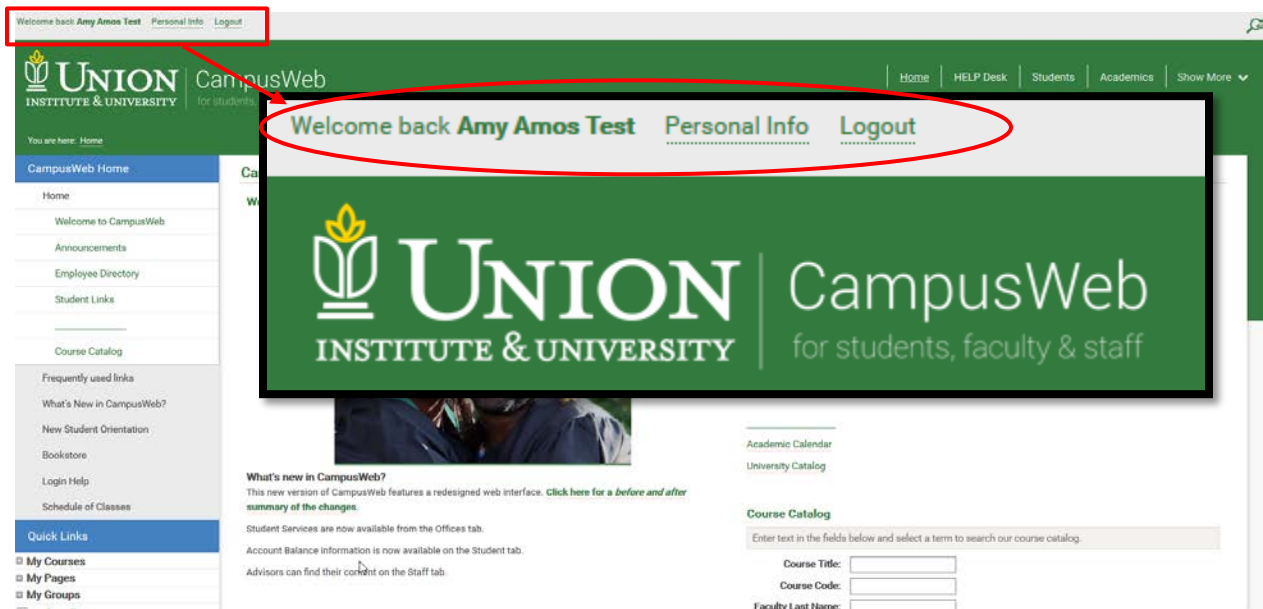
- A confirmation message will display once you are successfully logged in.

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5. Select CampusWeb.



You can confirm your login success by checking the top left corner of CampusWeb. CampusWeb will display a welcome message with your first and last name listed as displayed in the example below.

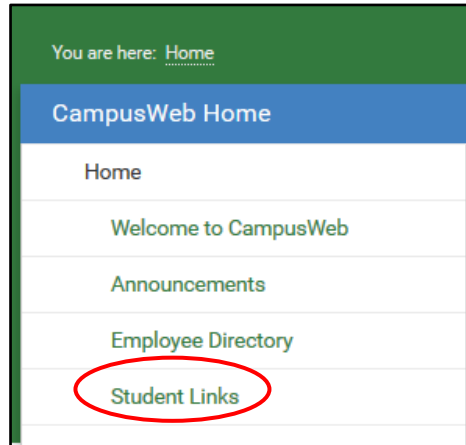


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Student Links

Click Student Links, located on the CampusWeb homepage, in the Main Section, to quickly access:

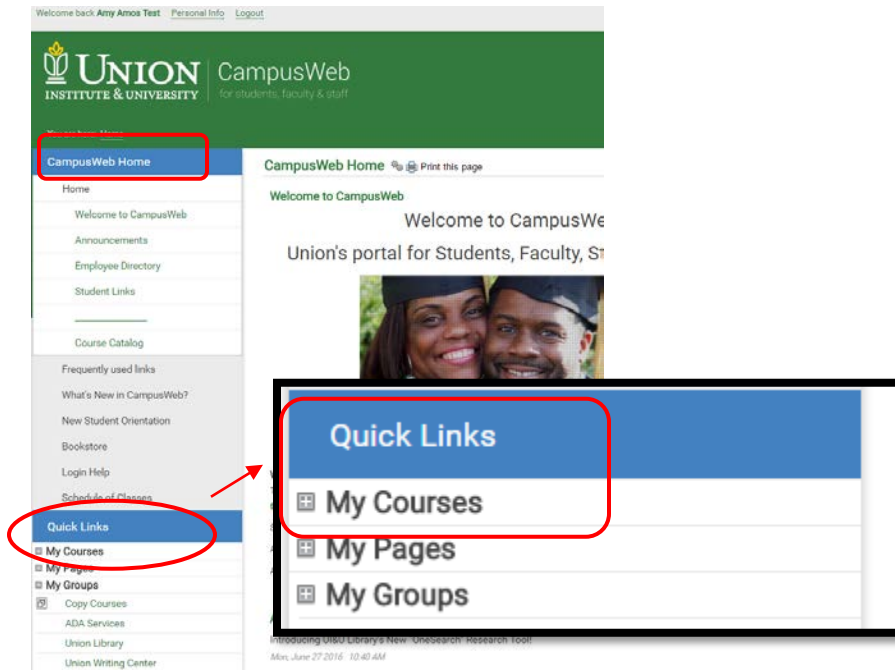
- Student webmail
- Making a payment
- Course Registration
- Refund by ACH
- Library



My Courses

Locate your courses after logging into CampusWeb to review course information such as syllabus, assignments, etc. Remember that CampusWeb provides 24-hour access to your courses and course material.

1. Click My Courses from the left menu, under Quick Links.





- My Courses will expand, displaying all currently enrolled courses.

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2. Select the preferred course to view the associated materials.

Quick Links
My Courses
CTL 202 - Sandbox
CTL-000 Amos 824 - Faculty Training
CTL-000 Amos eLearning - Faculty Training
CTL-000 New Student ORT
UARP 100 16 - UI&U Academic Recovery Program

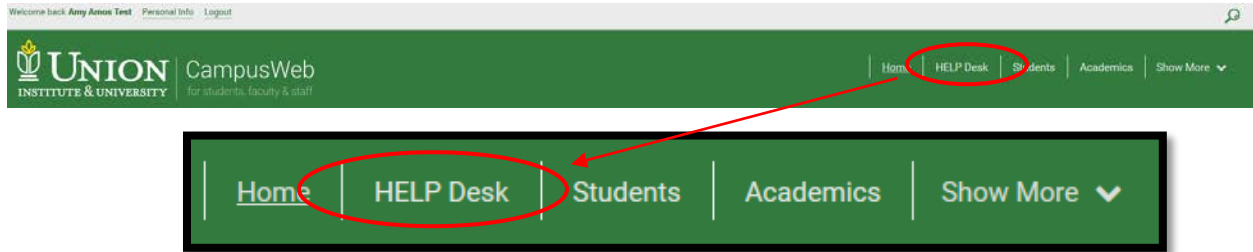
- The selected course information will display.

CTL-000 New Student ORT	CTL-000 New Student ORT  Print this page
Main Page	Mission Statement <i>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.</i>
Mission Statement	
Course Announcements	Course Announcements There are no available blog posts
About This Course	About This Course Welcome to CBC 110 - Computer Concepts. This course emphasizes the use of email, the Internet—including Social Media websites/communities, forums, various search engines, and Microsoft Office business applications. The course will include concepts of conducting research via the Internet, communicating gathered information and creating documents and presentations using business applications for inclusion within a Learning Management System. Students must provide their own software (minimum version required -Microsoft Office version 2010 for Windows or version 2011 for Mac) or may use the computer lab at any Union Institute & University center.
Course Navigation	Being able to use a computer is essential to surviving the workplace. This course will focus on material that is relevant to the current job market.
Handouts	Course Meeting
Bookmarks	
Syllabus	
Course Information	
Learning Outcomes	
Engagement	
Week 1 - Online Courses	
Week 2 - Word	
Week 3 - Internet Search	
Week 4 - Computer Use and Email	
Week 4 Part 2 All About Email	
Week 5 - Excel	
Week 6 - Social Media	
Week 7 - PowerPoint	
Week 8 - Virtual Spaces	

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Help Desk

Students may easily contact the Help Desk from CampusWeb by clicking the HELP desk tab:



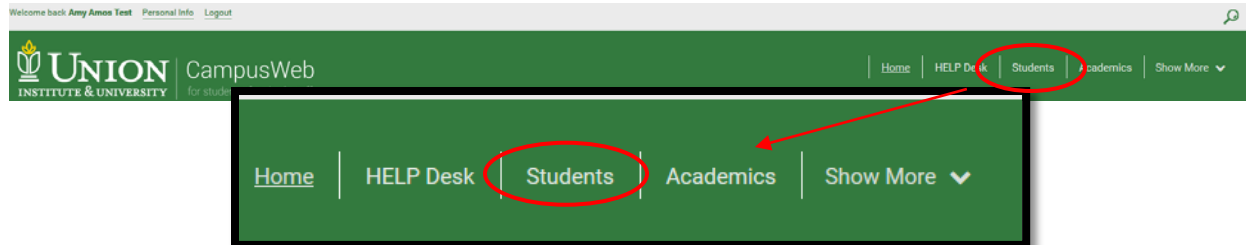
From the Help Desk page, you can contact the Help Desk via telephone or email. There are additional resources available on the page Student Help, such as remote assistance with Windows or Apple as well as an [IT student orientation page](#), which helps students with other technical resources offered at UI&U.

A screenshot of the HELP Desk page. At the top, it says "HELP Desk" with a printer icon and "Print this page". Below that is a section titled "Hours and Contact Information". To the left of this section is an image of a person's hands holding a smartphone, a tablet, and a globe. To the right of the image, the text reads: "Help Desk Hours: Student and Faculty Support: 24 hours a day/7 days a week via phone. Staff Support: Monday-Thursday, 8am-6pm Eastern time and Friday 8am-5pm Eastern time". Below this is a box containing "Phone Numbers: 888-85-UNION, 888-858-6466, 513-487-1137, Extension 1137 from any university center". Below the phone numbers is a box containing the email address "Email: help@myunion.edu". Below the email address is a section titled "Getting Started" with the text: "If you are new to Union, please take a moment to review our IT Orientation document. It gives a brief overview of all the software and systems used at Union." Below this are two links: "IT Orientation at Union Institute & University for Faculty" and "IT Orientation at Union Institute & University for Students". Below the links is a sentence: "We have customized help pages based on your role at Union. Please visit the page(s) for your role: Student Help | Faculty Help | Staff Help". Below this is a section titled "Remote Help" with the text: "To receive remote technical support Help, you can allow a Union Help Desk Technician to remotely view your computer. This is sometimes helpful if you are having trouble describing the problem that appears on your screen and would like a technician to take a look." Below this is another paragraph: "Click one of the following links to allow temporary access to your computer. Choosing this option creates a temporary session with a code you will need to provide to the Help Desk technician. After the session ends, the technician has no access to your computer again (unless you create a new session with a new code)." Below this are two sections: "Windows" with the link "http://www.teamviewer.com/download/TeamViewerQS_en.exe" and "Apple" with the link "http://www.teamviewer.com/download/TeamViewerQS.dmg".

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UI&U Student Resources

You can access various information and resources from the Students tab in CampusWeb.



From the Students page you can review and access the following:

- ID Card
- Bookstore
- Bookmarks
 - ADA Policy
 - University Catalog
 - Academic Services
 - Academic Integrity Policy
 - UI&U Virtual Campus-Adobe Connect
- Advisor
- My Courses
 - Grade Report
 - Course Evaluation
- Web Course Registration
- Transcripts

****For more information about CampusWeb, please view the [Student Technology Guide](#) housed on the HELP Desk tab.**