

## Faculty Directions for IQ.Web

### Logging In

- To begin go to <http://registrar.georgian.edu/igweb>

### If you have previously used IQ.Web:

- Click on Login.
- Enter your 9 digit People ID in the Login ID field.
- Enter your PIN in the Password field.
- Click "Sign In."
- You will be asked to complete a short form to update your account. You will be prompted to select a Login Name. This login name can either be your People ID or it can be text-based (e.g. your last name). You will also be asked to pick a new password. This new password must be at least 5 characters long, and contain letters. You will be asked to enter it twice.

### If you have not previously used IQ.Web:

- Click Request Access.
- Click on Current Members of Georgian Court University without IQ.Web Access.
- You will then be asked to fill out a form to create an account.

### **Under Identification Information**

- Enter your Last Name. This is a required field.
- Enter your 9 digit People Id number. This is a required field.
- Enter your Birth Date. This is a required field.
- Enter your E-mail Address. This is a required field.

### **Under Account Information**

- Enter a Login ID. Login ID refers to a text name for your account (e.g. your last name). This is a required field. **DO NOT USE YOUR SOCIAL SECURITY NUMBER AS YOUR LOGIN ID. OTHER USERS MAY BE ABLE TO SEE YOUR LOGIN ID.**
- Enter a Password. This is a required field and must be 5 to 12 characters long.
- Enter your Password again to confirm your Password. This is a required field.
- Enter a Password Hint.
- Click "Request Account."
  - If you receive any error messages about data not matching the database, or not being authorized for Web Access, please contact the Office of the Registrar at 732.987.2297

For information/directions on using the various features you will have access to, please consult the chart printed on the reverse side of this form.