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## Section 1 : Creating your account

To use IQ.Web you must create an account.

Step 1: Go to <http://registrar.georgian.edu/iqweb>



Step 2: Click on



Step 3: Click on **Current Members of Georgian Court University without IQ.Web access**

Step 4: Enter your last name, people ID (please refer to the student information letter you received), birthdate, and e-mail address into the proper fields. You will need to select a user ID. This can be a text name, or text and digits. For example : SmithR or Smith1234.

**DO NOT USE YOUR SOCIAL SECURITY NUMBER AS YOUR LOGIN ID. OTHER USERS MAY BE ABLE TO SEE YOUR LOGIN ID.**

You will also need to select a password that is between 5 and 12 characters long. You will need to enter this twice to verify that you entered the information correctly. You will also select a password hint to aid you in remembering your password. **DO NOT SET YOUR PASSWORD HINT TO YOUR PASSWORD AS ANYONE CAN SEE THE HINT!**

Step 5: Click Request Account.

If you receive any errors in creating your account, please contact the Office of the Registrar.

## Section 2 : Logging in

After completing your account, to log in follow these steps:

Step 1: Go to <http://registrar.georgian.edu/iqweb>



Step 2: Click

Step 3: Enter your login ID and password as selected above.

Step 4: Click Sign In.

### Section 3 : The Student Menu Bar

The student menu bar is what you will use to navigate once you're inside IQ Web. It consists of the Account Bar and the Menu Bar.

#### *The Account Bar*



The account bar consists of the choices you can make for the account overall.

The icons mean the following:



Change roles : this is used to change between various roles. Since most students only have access to the student role, this icon will probably not be used.



FAQ – This will take you to the IQ.Web Frequently Asked Questions Page.



Home – This will take you to your IQ.Web Homepage, which displays the calendar.



Logout – This will log you out of the IQ.Web system. It is imperative that you log out of your session so that other students cannot view your academic records.



Print – This will give you a printable form of the page you are viewing. This printable form removes the student menu bar so that just the information prints on the page you are viewing.

#### *The Menu Bar*

The menu bar consists of the various features you will be able to use in IQ.Web. These features will be outlined later in this manual.

<b>Navigation</b> ▶ Change Roles ▶ Home Page ▶ About IQ.Web ▶ FERPA Rights ▶ FAQ ▶ Log Off	<b><u>Section 4 : Navigation Group</u></b>
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*Change Roles* – As stated above, since most students only have access to one role, the change roles feature will probably not be useful.

*Home Page* – This will return you to the calendar Home Page for your IQ.Account.

*About IQ.Web* – This will display various information about IQ.Web.

*FERPA Rights* – Displays the rights provided to you under FERPA, the Family Educational Rights and Privacy Act. FERPA guarantees you, as a student, the privacy of your student records, with some exceptions. To learn more about FERPA, visit the Registrar’s Webpage, <http://www.georgian.edu/registrar> and follow the FERPA link.

*FAQ* – This will bring you to the FAQ (Frequently Asked Questions) Page which contains answers to commonly asked questions.

*Log Off* - This will log you out of the IQ.Web system. It is imperative that you log out of your sessions so that other students cannot view your academic records.

### Change Password

Use this feature to change your current IQ.Web Password.

#### Change Password

To change your password you must first enter your current password. Enter your new password (a combination of 5-12 characters and/or numbers). Then re-enter your new password to confirm. Optionally, you may enter a hint that can be emailed to you if you forget your password.

**Please note: Passwords are case-sensitive.**

\*Current Password:

\*New Password:  ?

\*Re-enter New Password:

\*Email Address:  ?

Forgotten Password Hint:  ?

Step 1: On the menu bar, click on “Change Password”.

Step 2: Enter your current password into the “Current Password” field.

Step 3: Enter your new password into the “New Password” field.

Step 4: Re-enter your new password into the “Re-enter New Password” field.

Step 5: Change your e-mail address, if necessary.

Step 6: Enter your new password hint in the “Password Hint” field.

Step 7: Click “Change Password”.

### Preferences

This feature will allow you to change your e-mail address or password hint without actually changing your password.

#### Edit Account Information

Listed below are the settings for your account. Select **Save Preferences** at the bottom of the page to update your settings.

##### Account Information

Full Name: Mr. Jeremy Lipari

Login Id: lipari

\*Email Address:  ?

Password Hint:  ?

Step 1: On the menu bar, click on “Preferences”.

Step 2: Click on “Account Information”.

Step 3: Enter your new e-mail address, if applicable, in the “E-mail Address” field.

Step 4: Enter your new password hint in the “Password Hint” field.

Step 5 : Click “Save Preferences”.

*Change Address*

This is used to change your home address for campus mailings. Please note that changing your address to that of the University will not be accepted. All address changes must be approved by the Office of the Registrar before taking effect.

**To request an address change:**

Step 1: Click on “Change Address” on the menu bar.

**Change Address**

Listed below are all of the in-progress web requests for your account. Choose an existing request to edit or select **New Request** to make a new web request. Select **Retrieve Information** to edit the selected request or **Delete Request** to delete the selected request.



Figure 6-1

Step 2: If you have already submitted address changes, you will see the window above(Figure 6-1). If not, skip this step. Otherwise, click on “New Request”.

**Change Address**

**Address Change Request Information**

Please enter information where appropriate. Required fields are marked with a star.

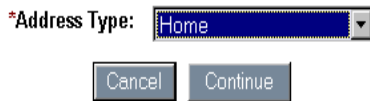


Figure 6-2

Step 3: Click Continue when the change address screen appears (Figure 6-2)

# Change Address

## Address Information

Please enter information where appropriate. Required fields are marked with a star.

### Mailing Information

Request Date: 04/08/2003

\*Address Line 1:

Address Line 2:

Address Line 3:

\*City:

\*State:

\*Zip Code:

County:

Country:

Other Country:

Email Address:

Ex: accountname@domainname.extension

### Phone Information

\*Day:  \* - or - Evening:

Ex: (###) ###-#### Ex: (###) ###-####

Figure 6-3

Step 4: Complete the Address Information form (figure 6-3). Note that all required fields are marked with an asterisk (\*) and are highlighted in blue. After completing all information, click submit. If an error message appears, correct the erroneous information and click "Submit" again.

## Change Address

### Confirm Information

Please confirm the information shown below. Select the **Submit** button to complete the process or **Cancel** to edit the information.

#### Address Change Request Information

\*Address Type: HOME

#### Address Information

##### Mailing Information

Request Date: 04/08/2003

\*Address Line 1: 123 Main Street

Address Line 2:

Address Line 3:

\*City: Anytown

\*State: New Jersey

\*Zip Code: 08701

County: Ocean

Country:

Other Country:

Email Address:

##### Phone Information

\*Day: (732) 555-1212 \* - or - Evening: (732) 555-1212

Notify me of Status Changes

Figure 6-4

Step 5: Confirm the new address on the "Confirm Information" screen. If you would like to receive an e-mail when the change is accepted or rejected, check off the "Notify me of Status Changes" box. Then click "Submit".

### ***To Delete a Request***

Step 1: Click on “Change Address”. The change address screen (Figure 6-1) will appear.

Step 2: Click on the circle next to the request you wish to delete.

Step 3: Click “Delete Request”.

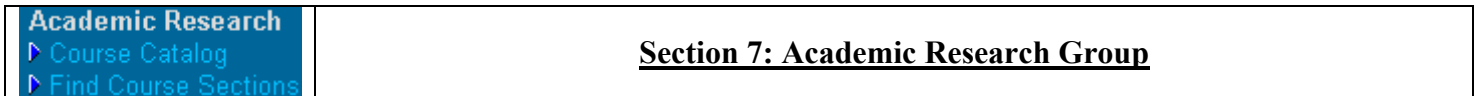
### ***To View a Previous Request***

Step 1: Click on “Change Address”. The change address screen (Figure 6-1) will appear.

Step 2: Click on the circle next to the request you wish to review.

Step 3: Click on “Retrieve Information”.

Step 4: The Address Information screen will appear (Figure 6-3). Complete the form as outlined in Step 4 of “To Request an Address Change”.



### ***Course Catalog***

The course catalog will give you a listing of all the courses currently available at Georgian Court University. Not all courses in the catalog are offered every semester. This course catalog will let you search by course ID's for course descriptions and other information.

A search form titled "Search Criteria" with a grey background. At the top left, there are two tabs: "Search" and "Advanced Search". Below the tabs, there are four input fields: "Course:" (text box), "Sub Type:" (dropdown menu with "Any Sub Type" selected), "Keywords:" (text box), and "Department:" (dropdown menu with "Any Department" selected). At the bottom, there are two buttons: "Reset" and "Search". To the right of the buttons, there is a "Results per page:" label followed by a dropdown menu showing "15".

Figure 7-1

To search the Course Catalog:

Step 1: Click on Course Catalog.

Step 2: Enter the course ID you would like to view in the “Course” field. All other fields can be left blank or with the default entries. Examples of searches can be found on the bottom of the webpage.

Step 3 : Click “Search”. A list of classes matching the criteria provided will be shown. To view the next page of courses (if more than one page), click “Next Courses”.

To start a whole new search, click on “New Catalog Query” at the bottom of the screen.

To refine your search to a smaller set of classes, click on “Refine Search”. You will be returned to the Search page with your last search string entered. Make any changes and click “Search”.

### Find Course Sections

“Find Course Sections” will allow you to view the schedule for a given year/term as well as room assignments and instructors.

To search the semester schedule:

Step 1: Click on “Find Course Sections” on the menu bar.

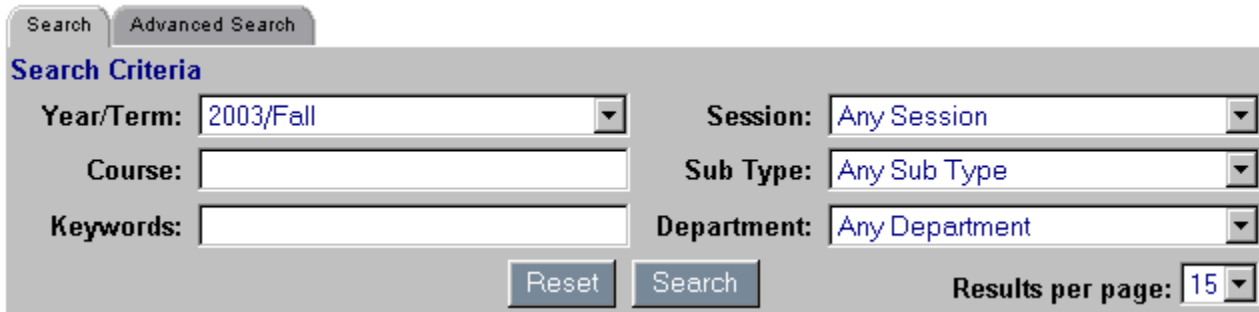
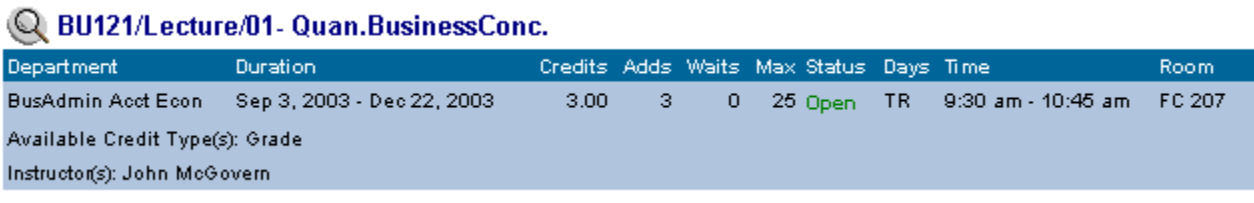


Figure 7-2

Step 2: Select a Year/Term from the dropdown box. Enter the criteria you would like to use to select courses. You can view one course by entering the course ID or a series of courses by entering the courses prefix or other information. Sample searches can be found on the bottom on the webpage. All other fields can be left blank or at the default setting. Once this is done, click “Search”.



Department	Duration	Credits	Adds	Waits	Max	Status	Days	Time	Room
BusAdmin Acct Econ	Sep 3, 2003 - Dec 22, 2003	3.00	3	0	25	Open	TR	9:30 am - 10:45 am	FC 207

Available Credit Type(s): Grade  
Instructor(s): John McGovern

Figure 7-3

Step 3: Figure 7-3 is an example of a course returned by the search. This display gives you all pertinent information about the course. As you can see, dates, times, credits, adds, class maximum, class status and room assignments are all shown. If you would like to see the course description for a given course, click on the magnifying glass icon and you will get an expanded view.

Step 4: If there is more than one page of results that match your search, click on “Next Courses” at the bottom of the page.

Step 5: To begin a new search, click on “New Search” at the top of the page. You will be returned to the search page with a fresh search.

Step 6: To refine your search to return fewer courses, click on “Refine Search”. You will be returned to the search page with the last search in the search fields. Make any changes and search again.

Courses

▶ Course Schedule

▶ View Grades

Section 8: Courses Group

Course Schedule

This feature will allow you to view your course schedule for a given semester. To view your schedule:

Step 1: Click on Course Schedule.

Course Schedule

Select a year/term and a viewing style. Select View to view your course schedule

Year/Term:

Style:  View as text

View as a grid  to

Include registration shopping cart on grid

(View as grid is designed for Internet Explorer)

Figure 8-1

Step 2: Select the year/term you would like to view. To view just a listing of your courses as lines of text, highlight the view as text circle. To view your schedule as a grid, select the "View as a grid" and select the start and finish times for the grid. Then click "View". Examples of the two kinds of schedules can be seen below.

---

Session: Main Session

Course	Title	Credits	Duration
PO211*/Lecture/01	American National Government	3.00	Sep 3, 2003 - Dec 22, 2003
Day/Time: MW / 2:00 pm - 3:15 pm Location: GCC / Arts & Science Center / AS117			
Instructor(s): Dr. William Field			
RS140*/Lecture/01	Religions in America	3.00	Sep 3, 2003 - Dec 22, 2003
Day/Time: F / 11:00 am - 1:35 pm Location: GCC / Arts & Science Center / AS207			
Instructor(s): . TBA			
SO381*/Lecture/01	Sociology of Race and Ethnic Groups	3.00	Sep 3, 2003 - Dec 22, 2003
Day/Time: TR / 9:30 am - 10:45 am Location: GCC / Arts & Science Center / AS105			
Instructor(s): Ms. Karen M. Fattorosi LCSW			
SP105*/Lecture/12	Beginning Everyday Spanish I	3.00	Sep 3, 2003 - Dec 22, 2003
Day/Time: MW / 5:30 pm - 6:45 pm Location: GCC / Mercedes			
Instructor(s): Ms. Marta Rosa Cramer			
SW305*/Lecture/01	Hum.Behavior&SocEnv.	3.00	Sep 3, 2003 - Dec 22, 2003
Day/Time: TR / 12:30 pm - 1:45 pm Location: GCC / Arts & Science Center / AS103			
Instructor(s): Dr. Cheryl Reznick			
SW323*/Lecture/01	Social Policy	3.00	Sep 3, 2003 - Dec 22, 2003
Day/Time: TR / 11:00 am - 12:15 pm Location: GCC / Arts & Science Center / AS117			
Instructor(s): . TBA			

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Total Courses: 6  
Total Credits: 18.00

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Program/Degree/Curriculum: Undergraduate/Bach.of Social Work/Social Work  
Advisor: . Advisor Social Work  
Class Level: Junior  
Full/Part Time: Full Time

Figure 8-2

to

Session: MAIN

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
9:00 am	Fitness Walking CAS		Fitness Walking CAS				
9:30 am		Methods of Social Wk AS 129		Methods of Social Wk AS 129			
10:00 am	Marriage & the Family AS 103		Marriage & the Family AS 103		Marriage & the Family AS 103		
10:30 am							
11:00 am		Survey Amer. Hist II MC 102		Survey Amer. Hist II MC 102			
11:30 am							
12:00 pm							
12:30 pm		HumanBeh&Soc II AS 117		HumanBeh&Soc II AS 117			
1:00 pm							
1:30 pm							
2:00 pm							
2:30 pm							
3:00 pm							
3:30 pm							

Figure 8-3

### View Grades

This feature will allow you to view your semester grades. Please note that if you are on a Financial, Health or Registrar Hold, you will not be able to view your grades. Clear the hold with the appropriate department and then try again.

To View Your Grades:

Step 1: Click on “View Grades”.





View	Year/Term	Transcript Sequence	Credits		GPA	
			Attempted	Earned	Term	Cumulative
	2003 Fall	001	0.00	0.00	0.0000	0.0000
	2003 Spring	001	0.00	0.00	0.0000	0.0000
	2002 Fall	001	15.00	15.00	3.3000	3.3000
	1901 Transferred	001	0.00	0.00	0.0000	0.0000

Figure 8-4

Step 2: Click on the magnifying glass next to the Year/Term you would like to view.

Step 3: Your grades for that year/term will now be displayed. To view another term, either click “Back” on your web browser or click on “View Grades for another Year/Term” on the bottom of the webpage.

<b>Degree Progress</b> <a href="#">Unofficial Transcript</a>	<b><u>Section 9 – Degree Progress Groups</u></b>
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### Unofficial Transcript

This will allow you to view and/or print your unofficial transcript. Please note that you will not be able to view/print your unofficial transcript if you are on a Financial, Health or Registrar Hold. You will need to clear the hold with the appropriate department before viewing your unofficial transcript.

To view your transcript, simply click on “Unofficial Transcript”.

**Billing Information**

▶ My Account History

▶ Current Balance

▶ Financial Aid

**Section 10 : Billing Information Group***My Account History*

To view all billing/payment history for a given year term:

Step 1: Click on “My Account History” on the menu bar.

Step 2: Select a Year/Term from the dropdown box and click Submit. All payment/charge activity for the given year/term will be displayed.

*Current Balance*

To view your current balance owed to the university, click on “Current Balance” on the menu bar.

*Financial Aid*

To view your financial aid information, click on “Financial Aid” on the menu bar.

**Section 11: Keeping your Information Secure**

**Please be aware to log out of your session every time you use IQ.Web. The IQ.Web system has security features in place that keep your records safe from other people. However, if you leave your session open and/or leave your user ID and password out in a public space, anyone can access your records.**

For more information about security on IQ.Web, contact the Office of the Registrar.

**Section 12: Questions/Concerns/Problems**

We are making IQ.Web available as a service to the students. If at any time you are experiencing problems with IQ.Web, please contact the Information Technology Help Desk:

Phone : 732 364 2200 x2222

E-mail: [IT\\_HELP\\_DESK@georgian.edu](mailto:IT_HELP_DESK@georgian.edu)