



GEORGE WILLIAMS COLLEGE
AURORA UNIVERSITY

Aurora University George Williams College Computer Linked Resources

AU is a networked community. We strongly suggest that you purchase several USB Storage Media such as a MemoryStick or USB Flash Drive, using one regularly and one for back up. Since lab computers are reformatted nightly, do not store your personal files on any of the lab computers.

Aurora University and George Williams College each have separate home pages with different links. There are a number of ways to follow the links.

Search, Index, Directories and Information are useful tools for quick look up and reference.

WebAdvisor is the browser-based interface to the University's information system. For all users, changing your password in WebAdvisor will automatically change your email password. Use WebAdvisor to change your password, or address, view bills and make payments, check financial aid, search for classes, view grades, print transcripts, etc.

First time users note that the first time you log into your AU account you will be asked to enter a new password which must be 6 to 8 characters long and contain at least one number.

Be sure to **log out** when finished especially on public computers such as the lab computers.

ITS help desk: (630)844-5790 or itshelp@aurora.edu To much junk email? Request your email be removed from the [Students] and/or [AU-Spartan-sports] email lists go to: <http://stmail.aurora.edu/> and follow the prompts in the Tip box. Look for more useful tips.

Email via AU Zimbra

Click on any AU email link. Enter your username (first name initial, full last name and 2 digits) and password.

01/10/2010 dwoss@aurora.edu

For all users, changing your password in WebAdvisor will automatically change your email password. Notice the login link and the link to either students or employees.

The AU system uses Zimbra with the standard inbox, compose, folders, etc. Note Preferences that includes several features, such as vacation notice, signatures, filters, etc. Remember to **Sign Out** when you finish and close out of the web connection when you are in the lab. Use folders for course backup items.

Moodle

Click on any Moodle link. Log in using your email password. Notice the **Student's Guide**, getting help, calendar, workspace and your course list. Use **Mozilla Firefox** for web access. Download Mozilla's free software at <http://www.mozilla.com/en-US/> and you can set up your own personal profile. Firefox is the recommended software to link with Moodle..

AU Library

Enter the Library through the AU home page. Access to the AU Library system is via your **AU User ID and password, which are the same as your AU email login and password**. To request a document, book or journal, email Kay Culhane using kculhane@aurora.edu.

To access all online databases, I-Share, and SILC, use your name and the **AU Library borrower ID number, 2251100 plus your six-digit student ID number found in WebAdvisor, on bills or ID card. This 14-digit number gives AU students access to the Statewide Illinois Library Catalog.**

APA Writing Style is the approved form for most AU research papers. Find **APA, American Psychological Association**, links with the website **Go/Search feature**. AU offers helpful links for writing assistance, such as the GWC Student Resource Center, <http://www.aurora.edu/gwc/academics/student-resources.html> with a sample APA paper. Using the Aurora, IL campus website, link to <http://www.aurora.edu/academics/resources/learning-center/index.html> to find the Center for Teaching and Learning. Use Word functions such as headers and footers, references, italics, hanging indent, tabs, page breaks, and styles for consistent formatting.