

Avila's Computer Resources

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1. Avila Student Computer Resources Overview

As an Avila Student you will use your Avila Username and Password to access the following Avila computer resources:

- A. Campus Computers running Microsoft Windows (Including Lab PCs)
- B. Avila Email (eaglemail)
- C. MyAU (for class schedules and grades)
- D. Library Proxy/Database Server

Students, your Avila username is formatted as follows:

Username: lastname + student ID number (example: jones654321)

For New Students, your initial Avila Password is:

Password: Last 6 digits of your SSN followed by '@AU' (example: 123456@AU)

International Students Password: Student ID # followed by '@AU'
(example: **654321@AU**)

Note: Your password IS case sensitive! Also, your password will expire every semester, requiring you to select a new password periodically.

The Information Technology Services department, or the Library Staff, can assist you with your Avila Username and Password and with logging in to these Avila resources. If you have forgotten your password, please come to the Information Technology Services offices located on the lower level of O'Reilly Hall with your Student ID # or Photo ID and we will assist you.

You may also call the Information Technology Services Helpdesk at (816) 501-2900 Mon – Fri, 8:00 AM to 6:30 PM

Attention New Students: You **MUST** first login to the Avila Email System and change your password before accessing any other university resources. Please proceed to Avila Email and change your password if you have not already done so: <http://eaglemail.avila.edu/>
Instructions are provided on page 3 of this document.

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2. Avila Employee Computer Resources Overview

As an Avila Employee you will use your Avila Username and Password to access the following Avila computer resources:

- A. Campus Computers running Microsoft Windows (Including Lab PCs)
- B. Avila Email (eaglemail)
- C. MyAU (for class schedules and grades)
- D. Library Proxy/Database Server

Employees, your Avila username is formatted as follows:

Username: lastname + first initial + middle initial (example: jonesjc)

For New Employees, your initial Avila Password is:

Password: Last 6 digits of your SSN followed by '@AU' (example: 123456@AU)

Note: Your password IS case sensitive! Also, your password will expire every semester, requiring you to select a new password periodically.

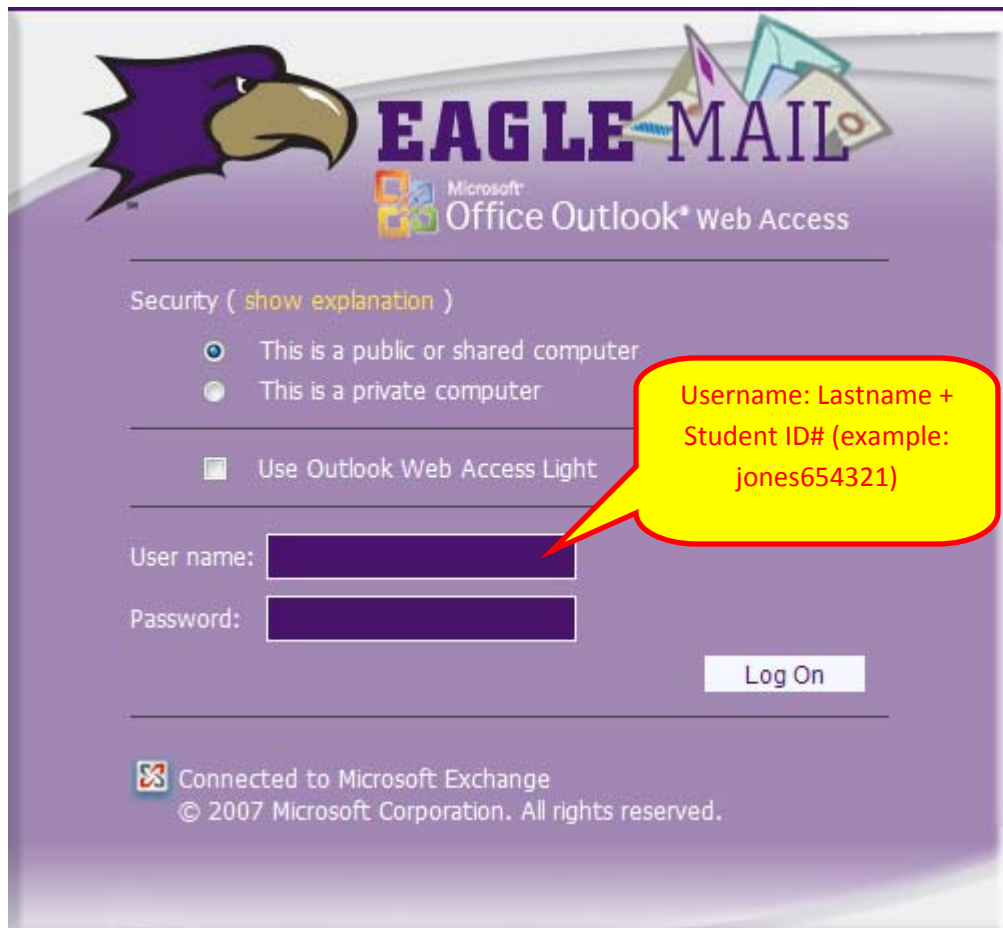
The Information Technology Services department, or the Library Staff, can assist you with your Avila Username and Password and with logging in to these Avila resources. If you have forgotten your password, please come to the Information Technology Services offices located on the lower level of O'Reilly Hall with your Student ID # or Photo ID and we will assist you.

You may also call the Information Technology Services Helpdesk at (816) 501-2900 Mon – Fri, 8:00 AM to 6:30 PM

3. Avila Email

Your Avila Email is where you will receive all official email correspondence from the University. You may also use it to communicate with your instructors and fellow students.

You will use your Avila Username and Password (See Section 1 of this document) when accessing your Avila Email account. Go to the LOGIN tab, on the right side of the main Avila webpage, and then click on E-mail. You will use the following screen to log in:



EAGLE MAIL
Microsoft Office Outlook® Web Access

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use Outlook Web Access Light

User name:

Password:

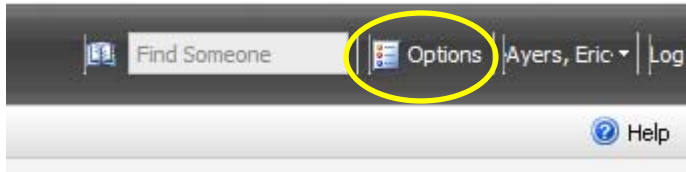
Log On

Connected to Microsoft Exchange
© 2007 Microsoft Corporation. All rights reserved.

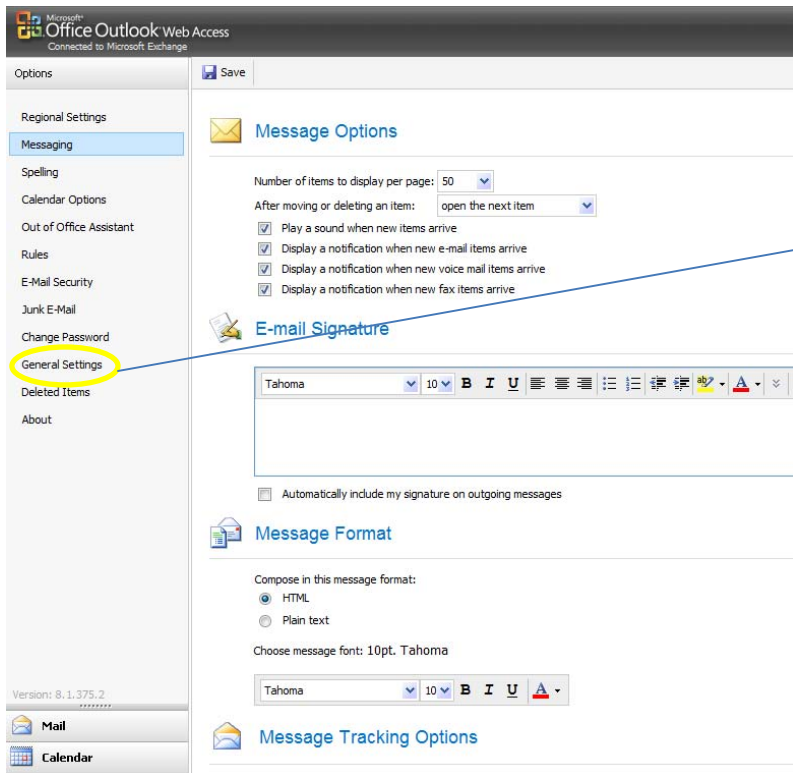
Username: Lastname + Student ID# (example: jones654321)

4. Changing your Avila Password

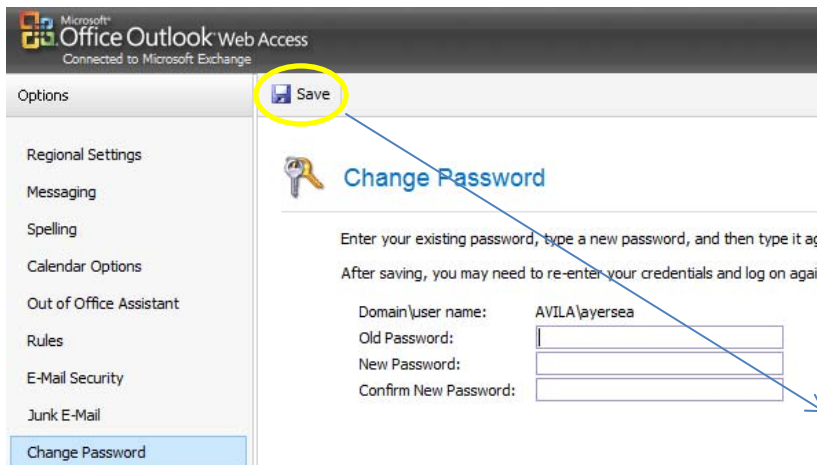
You may wish to change your Avila password. You may do this by first logging in to your Avila Email (see section 3 of this document), and choosing “Change Password” from the “Options” menu. See below for an example:



On the top right of your screen after you log in to your Email click “Options”



Click here on “Change Password”



You will then be prompted to enter old password, then enter your new password twice.

Your new password must be at least 8 characters long. In addition, your password must contain at least 3 of the 4 following character types:

- UPPERCASE
- Lowercase
- Number (0-9)
- Symbols (!@#\$\$%?)

Click **Save** button when you are done

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5. MyAU Website

MyAU is where you can access your class schedule, grades and unofficial transcript, view your tuition balance, and make online payments to your account.

You will use your Avila Username and Password (See Section 1 of this document) when accessing MyAU. Go to the LOGIN tab, on the right side of the main Avila webpage, and then click on MyAU. You will use the following screen to log in. Once you have logged into MyAU, additional help is available on the Support Resources tab.

Note: If your password is expired when you attempt to log in to MyAU, Angel or the Library Proxy Server, you will not be allowed to log in. You must first log in to your Avila email account (See Section 2 of this document) and will be prompted to select a new password. After selecting a new password you will be able to log in to your MyAU account or the Library Proxy Server.

The screenshot shows the MyAU Home page in Internet Explorer. The browser title is "MyAU Home | Home - Windows Internet Explorer provided by Avila University". The address bar shows "http://myau.avila.edu/ics/". The page has a purple header with the Avila University logo and "MyAU" text. Below the header is a login form with "User Name:" and "Password:" fields and a "Login" button. A navigation menu includes "Home", "Admission", "Campus Life", and "Alumni". The main content area is titled "Home" and contains a "WELCOME TO MYAU" section with a photo of a student and text: "Welcome to the new MyAU web Portal! Log in to see your class schedule, grades, faculty information, and more. If you are a guest, some information is available to you on the admission and campus life pages. Feel free to look around and if you have any questions or technical problems, please contact support@avila.edu." To the right is a "CAMPUS CALENDAR" for March 2009, showing a grid of dates from 1 to 31. Below the calendar is a "Full Size Calendar" link. At the bottom, there is a "COURSE SCHEDULES" section with a "Course Search" icon. The browser status bar at the bottom shows "Local intranet" and "100%".

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Note: there are now four more tabs (**Academic, Finances, Support Resources, My Pages**). If you are a student employee, there will also be an **Employee Resources** tab.

If you have **Holds**, a message will appear in the Course Schedules section above the Course Search icon. You may not Add/Drop via online registration if you have Holds. Please see the example below.

In the **Support Resources** tab, you will find additional handouts showing how to use the various features in MyAU.

The screenshot shows a Windows Internet Explorer browser window displaying the MyAU website. The browser's address bar shows the URL <http://myau.avila.edu/ics/>. The website's navigation menu includes tabs for Home, Admission, Academic, Campus Life, Alumni, Finances, Employee Resources, Support Resources, and My Pages. The 'Academic' tab is selected and highlighted in red. The main content area is titled 'Home' and features several sections: 'STUDENT HOLD INFORMATION', 'COURSE SCHEDULES', 'CAMPUS ANNOUNCEMENTS', and 'CAMPUS CALENDAR'. The 'COURSE SCHEDULES' section is circled in red and contains the following information: 'Add/Drop', 'Current Term: 2008 - SP', 'Add Period Closed / Drop Period Closed', and 'Holds: Library Fines/Books'. Below this information are icons for 'Add/Drop Courses' and 'Course Search'. The 'CAMPUS ANNOUNCEMENTS' section lists several items, including 'KC Chiefs - Discounted Tickets', '15 Minutes with God', 'Medal of Honor Nomination Due', 'Scholarships available for low-income residents', 'FREE Ticket to Symphony', 'Win a \$50 QuikTrip Gas Card', 'Walk Across America on Campus', 'Seeking Faculty & Staff to Teach 1st Year Seminar', 'Need Volunteers for Harvesters Project', and 'Grief & Loss Support Group'. The 'CAMPUS CALENDAR' section shows the month of March 2009 with a grid of dates from 1 to 31.

Welcome Students | Home - Windows Internet Explorer provided by Avila University

<http://myau.avila.edu/ics/> Live Search

File Edit View Favorites Tools Help

Home Admission **Academic** Campus Life Alumni Finances Employee Resources Support Resources My Pages

You are here: Welcome Students

Home

Welcome Students

- o Student Hold Information
- o Course Schedules
- o Campus Announcements
- o Campus Calendar

Welcome Employees

Quick Links

My Pages

- [Academic Catalogs](#)
- [Campus Map](#)
- [Disability Services](#)
- [Learning Services](#)
- [Login links](#)
- [Student Consumer Information](#)

Home

STUDENT HOLD INFORMATION

If you have a Hold on your account, it will be listed above the Course Search icon on this screen. If you do not know why you have a Hold, please contact the office noted.

A Hold will prevent you from using Online Registration to enroll in classes. You must also be a degree or certification seeking student to use online registration. See your advisor for additional information or contact the Registration Office (Reg Office) in Blasco Hall (816-501-2410).

COURSE SCHEDULES

Add/Drop

Current Term: 2008 - SP
Add Period Closed / Drop Period Closed
Holds: Library Fines/Books

[Add/Drop Courses](#) [Course Search](#)

Your Schedule (Registered)

Course	Title	Status
ED 245 01	Tests & Measure	Current
EN 112 03	Composition II	Current
HI 311 01	AmWomen20thCent	Current

CAMPUS ANNOUNCEMENTS

- [KC Chiefs - Discounted Tickets](#)
- [15 Minutes with God](#)
- [Medal of Honor Nomination Due](#)
- [Scholarships available for low-income residents](#)
- [FREE Ticket to Symphony](#)
- [Win a \\$50 QuikTrip Gas Card](#)
- [Walk Across America on Campus](#)
- [Seeking Faculty & Staff to Teach 1st Year Seminar](#)
- [Need Volunteers for Harvesters Project](#)
- [Grief & Loss Support Group](#)

[Show All Announcements](#)

CAMPUS CALENDAR

< **March 2009** >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

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6. Angel System Notes

The Angel Course Management System now uses your Avila Network username and password. That is the same username and password other campus resources use (Avila Email, MyAU, Avila Computers).

Student username format: lastname + StudentID# (jones11111)

Faculty username format: lastname + first initial + middle initial (jonesjj)

Click on the link at the bottom of this page to login.

REMEMBER!! If you need technical assistance you can:

1. E-mail support@avila.edu
2. Fill out the online helpdesk web form at: <http://www.avila.edu/support/>
3. Call:

Student phone support:

816-501-2900

(Monday - Thursday 8AM to 11PM, Friday 8AM to 6PM, Saturday 10AM - 5PM,
Sunday 3PM to 11PM)

(Note: Angel Support hours coincide with the Library hours
on holidays and summer hours)

Faculty phone support:

816-501-2484

(Monday - Friday 7:30 AM to 6:30 PM)