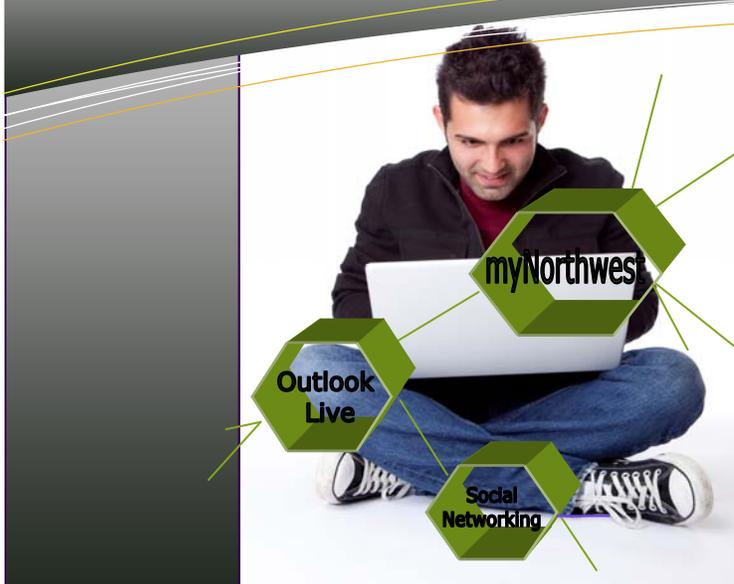


2011 Computer User's Guide

to the Electronic Campus



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Every new student, faculty or staff member at Northwest Missouri State University has an email, file storage and myNorthwest account created for them. They are also given their own unique Northwest computing identity in the form of a username and password known as their *Northwest Network Account* to be able to successfully access these services.

Students who are pre-registered will typically obtain usernames and passwords during their orientation. However, students can also obtain their usernames and passwords from the *Personal Information* section of their *CatPAWS* account or at the *Data Processing* office (AD101/660-562-1131). Usernames for new faculty and staff can be obtained by contacting the *Data Processing* office.

Students, faculty and staff who are having trouble logging into their account with their password should contact the *Client Computing—Information Systems Help Desk* at 660-562-1634 and ask to speak with a *User Consultant*.

Account Space & Lifespan

Every new student, faculty or staff member at Northwest is automatically given a Northwest network account username. Students are given at least 10 gig on their Outlook Live account for email and 25 gig for their Outlook Live SkyDrive storage. Faculty and staff are given at least 100 megabytes of email storage and at least 300 megabytes of personal network storage on Catbert. Students will retain their Northwest network account username (and the network services associated

with that username) for *one year* following their *last date* of *attendance*. Faculty/staff will retain their Northwest network account username for *30 days* following the *last date* of their *employment*. The *exception* to the above rules are for students who are *expelled* for disciplinary reasons and faculty/staff whose employment was *terminated* by Northwest. *Outlook Live* email accounts will *continue* once a student graduates.

“Every new student, faculty or staff member at Northwest Missouri State University has an email, CatPAWS, file storage and myNorthwest account created for them.”

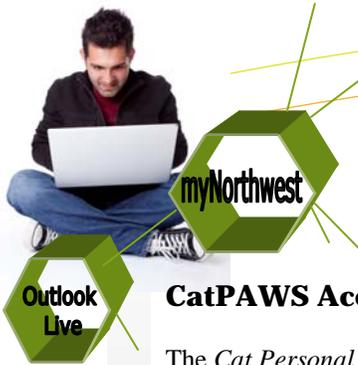
Students who return to Northwest for courses after having been absent for more than three consecutive trimesters will have a *new* Northwest network account (although, the student may still be issued the same username) since their old account will have been deleted. The same situation will apply to rehired faculty/staff who have been gone from the university for more than three consecutive trimesters. After the Northwest network account is *deleted*, data can *not* be restored.

Northwest Service Access

myNorthwest will allow you access to all Northwest account services. Open myNorthwest in your web browser by typing the following web address:

<http://my.nwmissouri.edu>

However, if you are having difficulty accessing myNorthwest, you can go directly to the service. The next few sections will describe how to gain access to the following key Northwest online services using your Northwest Network account information if myNorthwest is unavailable: CatPAWS, eCompanion, Network Storage and Email.



CatPAWS Access

The *Cat Personal Access to Web Services (CatPAWS)* is a web-based program that will allow students to enroll in classes, drop classes, view their Northwest transcript and institutional bill. *CatPAWS* also allows faculty to enter grades and view class lists. To access your *CatPAWS* account, please do the following:

- Click on **Internet Explorer** and go to the Northwest Homepage at:

<http://www.nwmissouri.edu>

- Type the CatPAWS web address in the Address bar of your web browser:

https://carol.nwmissouri.edu:9000/pls/PRODDAD/twbkwbis.P_GenMenu?name=homepage

- Click on **Login/Enter Secure Area**.
- Enter your User ID and PIN.
 - * To log onto your *CatPAWS* account, you must use your **919#** number as your username and a **numeric** PIN.
 - * Your *CatPAWS* PIN [password] **must** be 6 to 15 characters in length and alphanumeric. Example: **Greenday411**

If you are having difficulty getting into *CatPAWS*, contact the *Client Computing—Information Systems Help Desk* at 660-562-1634 and ask to speak with a *User Consultant* in the *Client Computing* office.

For documentation on how to use *CatPAWS*, please see the *CatPAWS* link on the **Online Support** web page at:

http://www.nwmissouri.edu/compserv/ClientComputing/Online_Support/index.htm

Northwest Online Access

The *Center for Information Technology in Education (CITE)* provides on-campus assistance for students and faculty using *Northwest Online*. Most Northwest instructors utilize *eCompanion/eCourse* for their classes to administer online tests and disseminate course content.

To access your *eCompanion/eCourse* course site:

- Type the *eCompanion/eCourse* web address in the Address bar of your web browser:

<http://northwestonline.org>

If you are having difficulty accessing your *eCompanion/eCourse* account or have password problems, contact the **CITE** office at 660-562-1532.

The CITE office is on the second floor of *Owens Library* and is open weekdays from 8 a.m to 5 p.m.

To access the CITE office web site, type the CITE web address in the Address bar of your web browser:

<http://cite.nwmissouri.edu>

When the CITE office is closed, contact the *eCollege Help Desk* at 303-873-0005 for problems.

Network File Storage

Students have at least 25 gig of file storage in their Outlook Live SkyDrive. Students do not have a storage folder on the Northwest network. Faculty and staff are given at least 300 megabytes of storage to house their personal files on Catbert.

Students can access their storage folder by logging onto Outlook Live. Once in, click on the Office link at the top middle of the screen and a pop-down menu will appear. Select **Your documents** to get to your folder.

To access Catbert as a faculty or staff member click on **My Computer** and select the **N:drive**. If the N:drive should be **unavailable** for some reason, there is an alternative route to Catbert, which is the server where your folder is located at. To view this documentation, please see the *Network Storage link* on the **Online Support** web page at:

http://www.nwmissouri.edu/compserv/ClientComputing/Online_Support/index.htm

Outlook Live storage is not backed up by Northwest. Thus, always make backup copies of important files on alternate storage devices such as a USB Flash/Jump drive or CD. Files stored on Catbert are backed up by Northwest every Friday after 5 p.m.



Outlook Live Email (Student Email)

Students can access their Outlook Live email account by doing the following:

- Type the following web address in the Address bar of your web browser:

<http://outlook.com/mail.nwmissouri.edu>

Once on the *Outlook Live* page, type your full Northwest Email Address in the Windows Live ID textbox.

Student

Example: s505505@mail.nwmissouri.edu

- Press the [Tab] key on your keyboard, which will put the cursor in the Password textbox.
- Type your Northwest Network account password in the Password textbox.
- Click the **Sign in** button.

Outlook Exchange Email (Faculty/Staff/Misc Email)

Faculty/Staff can access their Northwest email account by doing the following:

- Type the following web address in the Address bar of your web browser:

<https://email.nwmissouri.edu/exchange>

Once on the *Microsoft Outlook Web Access* page, type your Northwest Network Account username in the Username textbox.

Faculty/Staff Example: **Jsmith**

- Press the [Tab] key on your keyboard, which will put the cursor in the Password textbox.
- Type your Northwest Network account password in the Password textbox.
- Click the **Log On** button.

If you need *assistance* changing your password from on or off-campus, please see the *Changing Passwords* web page at:

<http://www.nwmissouri.edu/comperv/Passwords/changepasswords.htm>

In addition to online email access via the web, students, faculty and staff also have the option of using *Microsoft Outlook* on their computer.

For more information on how to access and use email along with *Microsoft Outlook*, please see the *Email link* on the **Online Support** web page at:

http://www.nwmissouri.edu/comperv/ClientComputing/Online_Support/index.htm

First Time Access to Northwest Accounts

If you are a first time user of Northwest online services and need more information on how to get onto the Northwest network, CatPAWS, Email and Northwest Online see the following web address:

www.nwmissouri.edu/comperv/Passwords/initialaccountinfo.htm



Changing Northwest Passwords

To change your expired or expiring password for Email, CatPAWS and Northwest Online see the following web address:

www.nwmissouri.edu/comperv/Passwords/changepasswords.htm

Need Help?

If you have questions about Outlook Live see the student email Frequently Asked Questions web page:

www.nwmissouri.edu/comperv/clientcomputing/email/livefaq.htm

Or the Information Systems' Online Support's Email web page at:

www.nwmissouri.edu/comperv/ClientComputing/email/index.htm

You can also call the *Client Computing—Information Systems Help Desk* at 660-562-1634.



A Word About Student Email

Please do not change your Northwest network account password in Outlook Live (Student Email) if at all possible. If you change your password within Outlook Live, your password will not be in sync with your myNorthwest password nor will you be able to log in to a Northwest networked computer with the password. Your password must be at least 8 alphanumeric characters long, not 6 characters. Your password cannot be longer than 16 alphanumeric characters. To change your Northwest network account password and keep it in sync with other Northwest online services, please see the following web page:

<http://www.nwmissouri.edu/comperv/Passwords/changepasswords.htm>