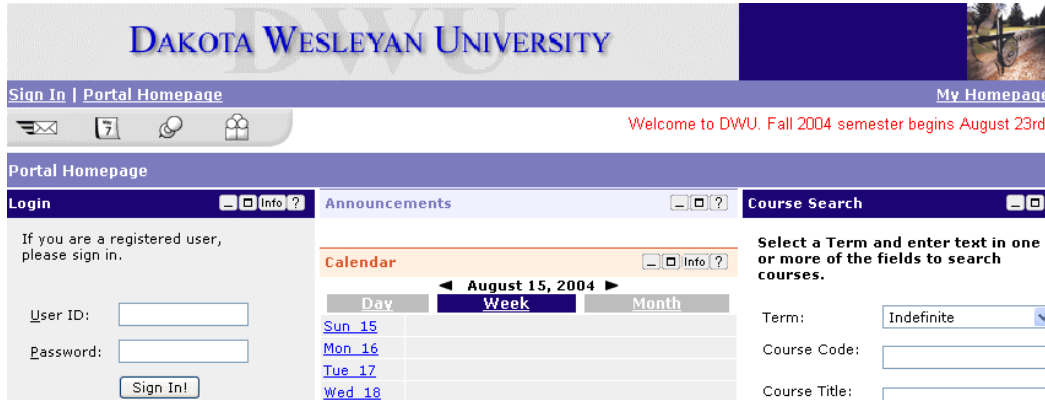


How Do I.....

Get Started with Dakota Wesleyan University's TigerNet?

How Do I Log In?

Enter <http://bozeman.dwu.edu/> into the Address window of your web browser (e.g., Internet Explorer), and press the Enter key. You will see the TigerNet home page. You can access this page from any location with an Internet connection. You may also click on the TigerNet link in the upper right corner of the DWU home page at <http://www.dwu.edu>.



In the Login area, enter your DWU ID number on your ID card (the short, 5- or 6-digit number, not the barcode number) as the User ID and the last four digits of your SS# as the password, then click on [Sign In!](#).

How Do I Personalize My Home Page (My Homepage)?

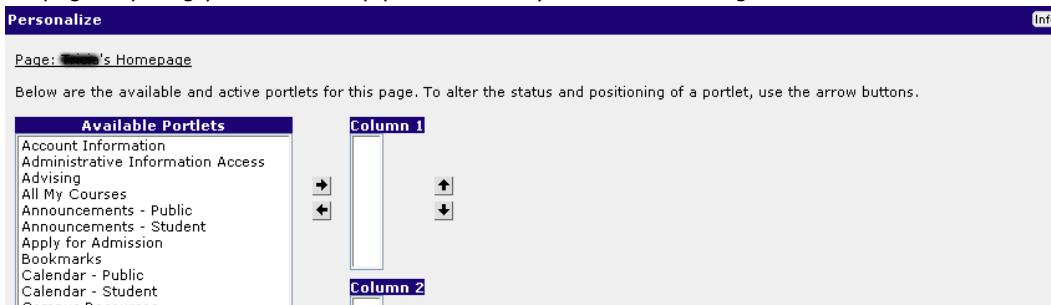
The first time you sign in, you will see a page with no content.



Click on ([Personalize](#)), and you will see this screen.



Click on [Page Properties](#) to customize the name of your Homepage and set the number of columns on the page. (You can call your home page anything you want. Only you will see it.) Then click on [Page Portlets](#) to add content.



Under Available Portlets, you will see all the information sources that you can install in your personal home page in TigerNet. Select a portlet by clicking on it, then click on the Right arrow (➡) next to the column in which you wish to place the portlet. When you are finished placing all the desired portlets in the selected columns, click on the [Save Changes](#) button at the bottom of the screen (not shown here). You can change the order of the portlets in a column with the Up and Down arrows.

As you can see, you can access a wide variety of campus information via TigerNet. We strongly encourage you to put the following on your home page: **Account Information, Administrative Information Access, All My Courses, Announcements – Student, Announcements – Public, Calendar – Student, Student Life, and Financial Aid.** **All My Courses** allows you to access your online course materials on TigerNet.

This is what your home page would look like if you had installed these portlets.

How Do I Access My Administrative Information Via TE Web?

The individual portlets that you install on your TigerNet home page provide access to some of your administrative information, but not all of it at this point in time. To access all of your administrative information in one place, click on the [TE Web](#) link in the Administrative Information Access portlet (see left side of screen shot above). When you get to that screen, you will see the menu buttons reproduced below.

- [Personal Info](#)
- Registration**
- [My Schedule](#)
- [My Grades](#)
- [Course Search](#)
- [Faculty List](#)
- [Change Term](#)
- Advising**
- [My Aims](#)
- [Meetings](#)
- [Course History](#)
- [Requirements](#)
- [Course Needs](#)
- [Grad Report](#)
- Business Office**
- [My Account](#)
- Financial Aid**
- [Missing Items](#)
- [Received Items](#)
- [Awards](#)
- General**
- [Other Links](#)
- [Log Out](#)
- [Help](#)

Click on:

- ◆ **Personal Info** to update your personal information, such as your address and phone number.
- ◆ **My Schedule** to view your current course schedule.
- ◆ **My Grades** to view all your grades since you first enrolled at DWU, and to calculate your grade-point average.
- ◆ **Course Search** to search for available courses that meet your needs and schedule.
- ◆ **Faculty List** to identify all DWU faculty and the courses they teach, and to find out if seats are available in their classes.
- ◆ **Meetings** to see a record of meetings with your academic advisor.
- ◆ **Course History** to see a record of all courses you have taken since you first enrolled at DWU, when you took the courses, and the grades you received.
- ◆ **Requirements** to see a complete listing of all the course requirements for every major offered by Dakota Wesleyan.
- ◆ **Course Needs** to see a complete listing of all remaining courses that you need to fulfill the requirements for your major.
- ◆ **Grad Report** to view your current Graduation Requirement Audit Report.
- ◆ **My Account** to view the current status of your account with the DWU Business Office, including your Accounts Receivable record since you first enrolled at the university. This page also identifies financial aid not yet credited to your account.
- ◆ **Missing Items** to identify important financial aid documents that have not yet been received by Financial Aid.
- ◆ **Received Items** to view the list of financial aid documents that have been received by Financial Aid. Check these two sources for the current status of your financial aid applications and awards.
- ◆ **Awards** for a listing of your financial aid history since you entered the university.
- ◆ **Other Links** for hot links to related web sites outside the university that may provide helpful information for you, such as the College Board and CMDS Financial Services.
- ◆ **Log Out** to log off TE Web. **It is imperative that you log out and close the browser to prevent others from viewing your sensitive personal information.**
- ◆ **Help** for Jenzabar's Help page in using the TE Web system. Over time, these pages will be customized for DWU users.

How Do I Get Help?

Contact:

- ◆ The Information Systems Help Desk (helpdesk@dwu.edu) for assistance in accessing TigerNet.
- ◆ The Registrar's Office for help with your personal information and course registration and records.
- ◆ Your faculty advisor for questions regarding advising.
- ◆ The Business Office for matters related to your financial account.
- ◆ The Financial Aid office regarding all financial aid questions.