

# NAVIGATING TECHNOLOGY

Getting the technical stuff squared away will make every other step of new-student life just that much easier. For figuring out what to do with your computer and PUC accounts, Information Technology Systems and Services (commonly referred to as “ITSS”) is a life-saver. They provide basic guides for using PUC’s web services for everything from registering for classes to email and getting a parking permit.

## THE BASICS

**Your Computer:** Start by going to [itss.puc.edu](http://itss.puc.edu) and click the link for “Current Students” on the left to learn about student use of technology at PUC and things like how to access the internet.

**Your Cell Phone:** Only Verizon users get reliable cell service in Angwin. If you do use your cell phone here, it’s a good idea to sign up for PUC’s emergency text system, which sends an alert to cell phones in case of a campus-wide emergency. Visit [notifyme.puc.edu](http://notifyme.puc.edu) to sign up.

## CANVAS: YOUR CLASSROOM AWAY FROM CLASS

Most courses use Canvas, an online learning management system, to communicate with students when class isn’t in session. Professors post lecture notes, give grades, and host discussions. You may be required to submit homework assignments digitally or take tests online via Canvas.



### LOG IN:

Go to [canvas.puc.edu](http://canvas.puc.edu)

- Enter your username (your first and middle initial and last name) and password (which you created when activating your PUC account).
- Click “Login.”
- If you want to change your password, use the “Reset Password” link on the Canvas login page and you will be directed to a site where you can change your password.

### SET YOUR CANVAS COMMUNICATION PREFERENCES:

- Log in and click “Account” and “Settings.”
- Under “Ways to Contact,” you can add another email address or a cell phone number for text messages.
- Next click on “Notifications” on the left.
- Choose what notifications you want sent from the system and whether you want them right away, daily, etc.
- If you want to see the score you got on an assignment as soon as the teacher enters it, choose to receive course grading alerts “ASAP.”

- You are responsible for any communications professors send out. If you set everything to “Never,” you are still responsible for knowing what is happening in the class.

### SUBMIT AN ASSIGNMENT:

- Log in to Canvas.
- Click on the appropriate class.
- Click the left “Assignments” link and click on a specific assignment.
- Click “Submit Assignment” on the right side.
- Browse for the file you want.
- Add notes in the comment box (optional).
- Click “Submit Assignment” button.
- Canvas will provide a confirmation page that your assignment was submitted.

Your professor may leave feedback on the assignment within Canvas.

### VIEW GRADES:

Many professors post grades on Canvas. When they do, you can log in, click on the appropriate class, and click “Grades” on the left side of the page. Assignments, point values, and percentages are all displayed. You can also try a “What If” scenario by clicking on a blank score and entering a point value. You will be able to see what your total grade would be if you received that score.

### TAKE SURVEYS:

When student feedback is needed, your professors or the college may ask you to take a survey on Canvas, or via a link sent to your PUC email account.

### FIND HELPFUL CONTENT ON CANVAS:

In the “Files” or “Modules” area of Canvas, your professor can store everything from handouts to PowerPoint slides or lecture notes. You can view or download any of these documents.

### YOU SHOULD KNOW...

If you don’t see the courses you registered for available on your Canvas page on the first day of classes, contact Student Finance ASAP to make sure you are financially cleared.

## WEBADVISOR: THE ACADEMIC EXPERT

WebAdvisor is where you view course lists and register for classes. You can also view your PUC transcript, worship/colloquy attendance records, and even register your vehicle for parking. You or your advisor can use WebAdvisor's "Student Program Evaluation" to see what classes you've taken and what you still need to take to finish or to evaluate changing your major.

### TO VIEW OR PRINT CLASS LISTS

- Go to **webadvisor.puc.edu**.
- On the left side, click the "Search for Sections" or "Course Lists" link.

### LOG IN

- Follow steps 1 and 2 above.
- Click the "Log In" link.
- Enter your username (your first and middle initial and last name) and password.

### CHECK YOUR RESTRICTIONS

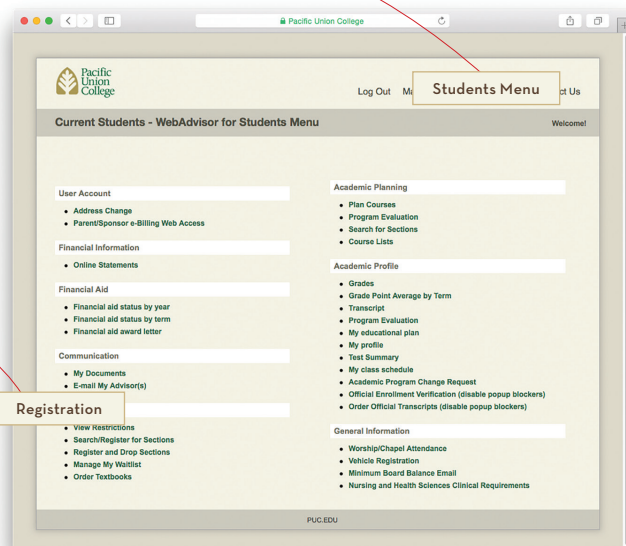
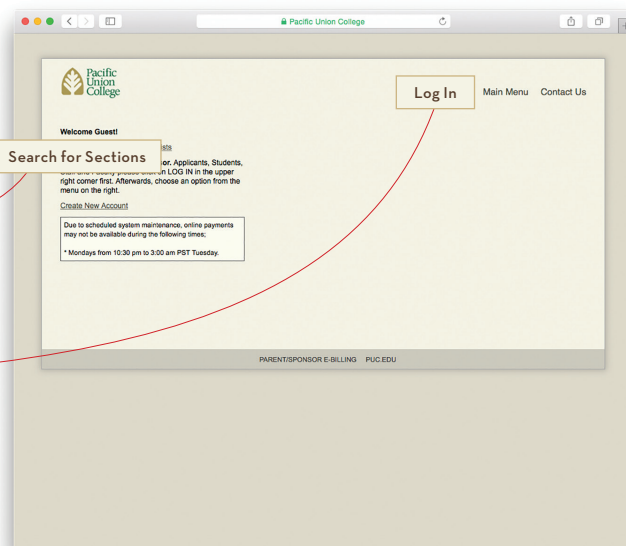
- Once logged in to WebAdvisor, click the "Students" link on the right side.
- Under the "Registration" heading, click "View Restrictions."
- Select the term.
- A chart with a series of "Steps" tells you what you holds are.
- A yellow box is a "Note" you need to be aware of.
- A red "To Do" box is a restriction you need to lift before you can register (such as turning in medical paperwork to health services or getting clearance from financial services).
- Click on the restriction inside the box to view details and contact information.

You will not be able to register unless all your restrictions are cleared!

### REGISTER FOR CLASSES

- Under the "Registration" heading, click "Search/Register for Sections."
- Select the "Term" you wish to register for.
- Select the "Subjects" you want to add.
- Click "Submit."
- If you receive an error message, you may need to pick a different class time or register for a co-requisite class.
- Review your classes on the "Selection confirmation" page.
- If everything looks correct, press "Submit"; or you can uncheck an unwanted class and press "Submit," or select "Menu" to go back to the main menu.
- Repeat until all your classes are added (you should not need to re-enter your username and password).
- To verify all classes were added for the term, go to the main menu and click "My Class Schedule" under the "Academic Profile" heading.

Before you can register for classes, meet with your advisor to clear the advising hold on your WebAdvisor account!



## VIEW YOUR TRANSCRIPT

- Under the "Academic Profile" heading, click the "Transcript" link.
- Choose "Transcript Type" and click "Submit."

## VIEW YOUR CLASS SCHEDULE

- Under the "Academic Profile" heading click the "My Class Schedule" link.
- Select the term you wish to view.

## VIEW PERSONAL INFO

- Under the "Academic Profile" heading, click the "My Profile" link.
- Confirm all student information is correct and current.

## VIEW WORSHIP AND COLLOQUY ATTENDANCE

- Under the "General Information" heading, click the "Worship/Chapel Attendance" link.
- Choose an Attendance Report and click "Submit."
- Compare the attended and expected options on the school year summary.

## AVOID A PARKING TICKET: REGISTER YOUR CAR

- Make sure you have the necessary documents on hand
- Select the "Vehicle Registration" link on **services.puc.edu**.
- Under category, select "Student (\*Login Required)" and log in on the following screen.
- On the Vehicle Registration screen, choose one of the options and click "Submit."
- Fill out registration information including payment method, school year, and certify form.

### The Necessary Documents

You will have to enter info from:

- your driver's license
- your current registration card from the state or a copy
- your current insurance coverage or a copy

## OTHER PUC WEB SERVICES

PUC Web Services can be accessed at **services.puc.edu**. Links such as phone bill, phone book, vehicle registration, webmail, and Canvas are available on the left menu.

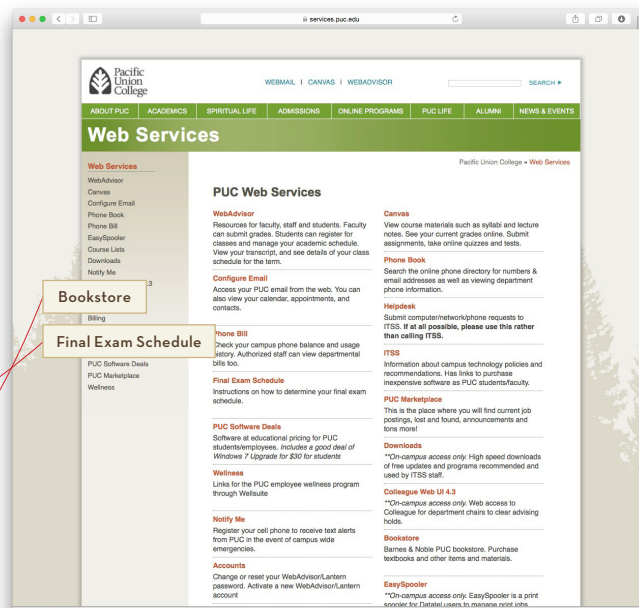
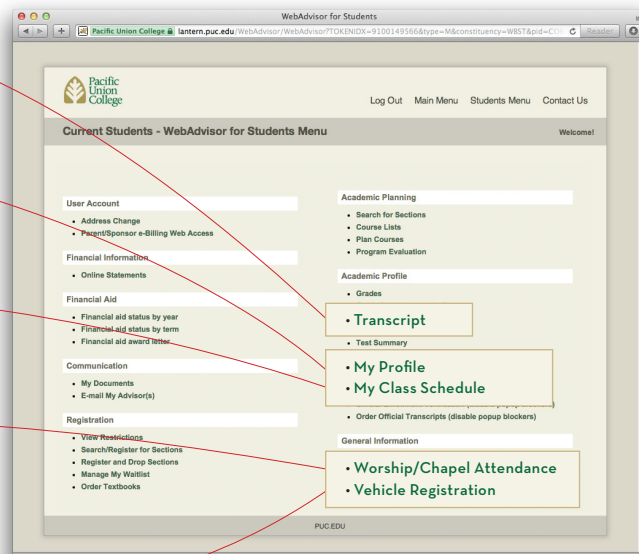
## CHECK FINAL EXAM SCHEDULE

- Go to **services.puc.edu** and choose the "Final Exam Schedule" link.

## ORDER TEXTBOOKS ONLINE

- Click on the "Bookstore" link.
- Select the "Textbooks" tab.
- Select "Term," "Department," "Course," and "Section."
- Click the "Add Course" button.
- Click the "View Textbook List" button.
- Confirm book selection and click "Add Selected Items to Shopping Cart."
- Proceed to checkout following the website instructions.

Don't forget your ID card when you go to pick up your books!



### STAYING IN TOUCH WITH OFFICE 365 OUTLOOK EMAIL

PUC's email, Office 365, is the official method of email communication for PUC students, faculty, staff, and alumni. It can be easily accessed from **webmail.puc.edu**.

#### YOU SHOULD KNOW...

Your puc.edu address is assigned automatically by the system during the application process.

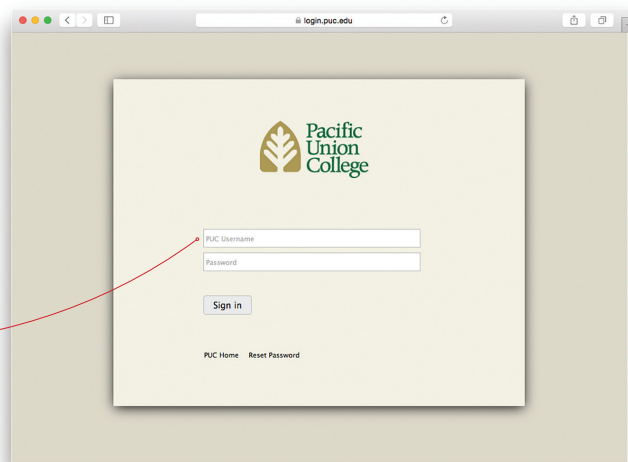
#### LOG IN & SET UP

- Go to **webmail.puc.edu**.
- Enter your username (first initial, middle initial, and last name) and password which you set up when creating your account.
- Once you've logged in, you will need to go fill out a setup screen to fully activate your account. Choose the "Language" and "Time Zone" (i.e. Pacific Time) and you will be in your account.

#### CHANGE YOUR PASSWORD

- To change or reset your password, go to **webmail.puc.edu** and choose the "Reset Password" link at the bottom of the page. Note: this will change your password for all PUC accounts (including Canvas and WebAdvisor).

To help protect your personal information, change your password frequently!



#### YOU SHOULD KNOW...

Important IT policies—like our Computer-Internet-Network Use Policy, Computer-Network Guiding Principles, Email and Information, Policies and Guidelines—are accessible online. Visit **puc.edu/campus-services/itss/current-students** to make sure you are in compliance with them.

Students are especially encouraged to read the Personal Use of the Internet policy (detailed within the Computer-Internet-Network Use Policy), which stipulates that any downloading, distributing, copying or sharing of copyrighted or proprietary material is illegal without the written authorization of the owner of the rights (17 USC 204(a)). If you are sharing, downloading, or receiving copyrighted materials such as music, video, television programs or software without written authorization of the owner of the rights, please immediately stop this to avoid legal penalties including fines of thousands of dollars from the RIAA and MPAA. Please note that downloading copyrighted materials is not anonymous and your computer can be tracked down.