

HOW DO I CONNECT? iClarion.clarion.edu

Username and Password

A student's iClarion user name is s_ followed by their first initial, middle initial (if provided), and their last name up to 12 characters. To find your username, go to: <http://www.clarion.edu/direct>

Your initial iClarion password is a 13-digit number consisting of your nine-digit Social Security number followed by your four-digit month and day of birth. Example: 123456789mmdd.

Updating Your Password

For security purposes, we recommend you change your password after your initial login. Instructions can be found by clicking on the lock and key icon in the bottom, left-hand corner of the iClarion Portal My Clarion page. This does not affect your Blackboard password.

If you have password problems and are a Clarion Campus student, visit the Help Desk at G-13 Still Hall with a valid Clarion photo ID. If you are off-campus at other locations, call the Computing Services Help Desk at 814-393-2640.

Campus Technical Resources

Every student must abide by the Acceptable Use of Technology Resources Policy which outlines your responsibilities as a user of Clarion University's resources. The policy can be found at www.clarion.edu/computing.

BROWSER REQUIREMENTS

For more information about Web browser requirements and a list of supported browsers, see the FAQ section at iClarion.clarion.edu

CLARION E-MAIL

Clarion e-mail is the standard communication vehicle administration and faculty use to keep students updated about all things on campus including events and activities, deadlines, and administrative actions that need addressed. Your e-mail address is s_username@clarion.edu. See the previous section in this brochure for more information about usernames and passwords.

You can access e-mail via the iClarion portal where you also can create a personal address book, filter unwanted e-mail, and forward your e-mail to another account (although we don't recommend forwarding because of the risk of losing important messages).

Important dates such as a student's registration date and time, as well as information regarding withdrawals, drop/add, and credit-no record, are sent to each student's account.

COMPUTER ACCESS ON CAMPUS

Clarion University offers several ways for students to connect to the network. Computer labs and laptops are available on both the Clarion and Venango campuses along with numerous wireless access areas for connecting your personal laptop. Printing is also available in the computer labs via the university's print management system which utilizes Eagle Dollars from your Clarion ID card. For more information on labs and other computing resources checkout www.clarion.edu/computing/

SOS: STUDENT ONE-STOP

For the Web-based version of all physical locations and resources, the student one-stop can be found at www.clarion.edu/sos.

WEBDRIVE AND PERSONAL WEB PAGE

Every student has 50 MB of WebDrive space that can be utilized for personal files or a personal Web page. Access is available from on and off campus. WebDrive resources are accessed with your iClarion username and password. For more information about WebDrive, visit www.clarion.edu/computing.

BLACKBOARD

Blackboard provides a course Website environment that allows instructors to post course syllabi and other documents online. It has a number of features including discussion board, virtual chat, announcements, online quizzes, online grade book, calendars, file uploading, and group collaboration.

Refer to the Website for log-in and support information at www.clarion.edu/blackboard.

NOTE: Password changes in Blackboard do not affect your iClarion or WebDrive accounts.

PROBLEMS?

The Center for Computing Services provides information on procedures and more about the computing facilities on campus. If you have password problems or exceed your disk quota, call the Help Desk at 814-393-2640, M-F, 8:30 a.m.-4:30 p.m. If you forget your password, come to the Help Desk in G-13 Still Hall. You will need your student ID to change your password. Visit the Website for more detailed information at www.clarion.edu/computing.

Registration Information and using the iClarion Portal



Clarion University is an affirmative action equal opportunity employer.

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Printing And Graphics Express Services



THE iClarion PORTAL— YOUR CONNECTION TO EVERYTHING CLARION:

ACCESS STUDENT SERVICES IN WEB FOR STUDENTS:

- Log onto the iClarion portal at iClarion.clarion.edu.
- Click on the “School Services” tab.
- Click on “Web for Students.”
- Click on “Student & Financial Aid.”

Before Registration Each Semester

1. Update your Personal Information Form

- Highlight “Personal Info” on the blue navigation bar.
- A drop-down menu will appear. Click on “Update Your Personal Information Form (PIF).”
- Verify or correct information and click “Submit.”

PIFs must be updated to register for classes.

2. See Your Advisor

- Highlight “Student Records” and choose “Advisor” from the menu.
- Advisor holds are placed on freshmen until they meet with their advisor. All students should schedule an advisement appointment before registration.
- Students and advisors discuss academic progress and chart a course of action for registration.
- Advisors also assist with non-academic issues or student problems.

Advisors are a tool for planning and maintaining student progress.

3. Check for Holds

- Highlight “Student Records” and choose “Holds” from the menu.
- Check ahead of time to make sure you don’t have any holds that will prevent you from registering for classes.

4. Check your Registration Status

- This is where you can find your registration date and time.
- Highlight “Registration” and choose “Registration Status.”

Registration

1. Select a Specific Term

- The system chooses a default term when you first enter Web for Students.
- To select a different term (ex: Fall 2008), highlight “Term” and choose “Select Term.”
- Select the appropriate term from the list provided.

2. Review Next Semester’s Schedule of Classes at: www.clarion.edu/registrar/schedule/

- Search by full schedule listing, search by sections or by subject, day and time OR
- Log onto iClarion.clarion.edu
- Highlight “Registration” and choose either “Course Sections” to search by subject or “Course Section Search” to search by subject, days, and times.

3. Register for Courses Using iClarion

- Highlight “Registration” and choose “Drop and Add Classes.”

- ◆ address and personal information updates
holds and semester registration
- ◆ financial aid and account information

- ◆ registration, transcripts, degree audits, and more
- ◆ view announcements and campus info

- Enter the call number of the courses to add and click “Submit.”
- A registered message or error message will be seen.
- Continue with the above steps until the schedule is complete.

Printing Class Schedule

The best printed schedule is the “Student Schedule,” from the “Registration” menu.

Additional Information for Academic Success

1. Plan and Maintain Program Progress

- Highlight “Student Records” and select “Degree Audit” and monitor progress and program requirements.
- Students should work closely with their advisor to ensure that they are meeting necessary program requirements.

2. Check Grades

- Highlight “Student Records” and choose “Grades.”
- Grades are available one week after the semester ends.

FIND AND KNOW YOUR CLARION ID

Every student is assigned a unique eight-digit Clarion ID. You will use your Clarion ID for any forms or correspondence requiring an ID number. Your Clarion ID can be found by logging onto the iClarion portal and accessing your Personal Information Form (PIF). Your Clarion ID will be displayed at the top of the form.

APPLICATION FOR GRADUATION

Prospective graduates must apply for graduation and meet with their advisor prior to scheduling their last semester. See www.clarion.edu/registrar/ for full details to obtain and submit the application materials.

SUPPLEMENTARY AIDS

Students should visit the Registrar’s Web page at www.clarion.edu/registrar/ for information on:

- Enrollment verification
- Transcript requests
- Class and university withdrawals, credit-no record, drop/add
- How to figure your QPA
- Important dates and deadlines
- General education requirements/flags

For questions on registration and scheduling in Web for Students, contact the Registrar’s office at 814-393-2229, M-F, 8:30 a.m.-4:30 p.m. or registrar@clarion.edu.

WEB FOR STUDENTS TIPS

The Web for Students service has a 15-minute time-out feature. After 15 minutes of inactivity, your session will be terminated. Make use of the menus to navigate and only click once on a link. This will decrease time out or error messages. If the problem persists, contact the help desk at 814-393-2640 or helpdesk@clarion.edu.

**iClarion e-mail can be accessed 24 x 7.
Student Services within iClarion can be accessed seven days a week from 8:30 a.m.-11 p.m.**