

## COMPLETE before classes begin:

### 1. Get ready for the semester!

#### ID and Username Lookup

- Go to <https://idlookup.asurams.edu/> to look up your username
- Put in the information and hit submit
- Write down your 900 number and your Username

- Follow the Activation Steps-Follow email steps below under Office 365
- Password-try P@ssword!2 as your password (if this does not work try resetting your password)

#### Banner Web

1. Go to asurams.edu
  2. Click Students at top left corner
  3. Under East or West Campus click Banner Web for Fall 2017
  4. Click Login to Secure Area
  5. User ID: Your 900 Number
  6. Password: DOB in MMDDYY Format
- Explore the different links that are available Banner Web
  - Both give you access to Banner Web-explore these links
  - Call Tech Help at 229-317-6704 (West) 229-430-4909 (East) for help with your username and password if you have problems or any other IT questions. You can also submit a service request at <http://helpdesk.asurams.edu>.

#### Office 365

**This is your official email account.** You can get to this by clicking student email instead of Banner Web from the ASU student homepage. You must log in to this account frequently to check emails. You will use username@students.asurams.edu and put in your password P@ssword!2. If this password does not work, please reset it on password help. If you have trouble, please contact IT.

#### How to log into online courses (D2L):

- If you are taking online classes you will need to follow these instructions and follow the online class form in your new student packet.
  1. Go to asurams.edu and click Students at the top, left-hand corner of the screen
  2. Click Online Courses (D2L)
  3. Log in using your username and password

My username is \_\_\_\_\_ My password is \_\_\_\_\_

2. After you have been registered for classes you will be able to obtain a student ID, a parking decal from the police, and obtain your books for your classes.

\_\_\_\_\_ Check here when you have obtained a student ID (must be registered for at least 24 hours before getting ID).

#### **Hours of Operation**

Monday through Friday 8:00 am through 5:00 pm

#### **West Campus (IT Help Desk Room A-153)**

Contact: 229.317.6704

\*Must have current schedule with ID number in hand to have ID made

#### **East Campus (James Pendergrast Library, Room 107)**

Contact: 229.434.8422 or 229.434.8437

Email: [cardservices@asurams.edu](mailto:cardservices@asurams.edu)

\_\_\_\_\_ **Check here when you have received your parking decal**

**PUBLIC SAFETY: East Campus 504 College Drive Albany, GA 31705, West Campus: A-133**

Office Hours  
Monday - Friday  
8:00 a.m. -5:00 p.m.  
West: 229-317-6316, 229-317-6315  
East: 229.430.4711

**\*PUBLIC SAFETY\***

\*Please visit <https://www.asurams.edu/wp-content/uploads/Purchasing-A-Parking-Permit.pdf> to follow instructions for purchasing a parking permit. The cost is \$15 for a student decal. \*Follow instructions on parking pass sheet\*

\_\_\_\_\_ **Check here when you have picked up your books (available one week prior to classes starting)**

*\*\*You will need to take your stamped and signed schedule and your signed book release to the Bookstore to pick up your books (located beside the Student Center on West Campus and inside the Student Center on East Campus).*

### **Submittals for Payment**

3. If you are enrolled as a MOWR student you need to put in an application to pay for your tuition. You will need to complete a MOWR scholarship application on [gafutures.org](http://gafutures.org). Once you have completed the MOWR scholarship application your high school counselor will need to approve it. Once the counselor has approved it the MOWR Coordinator will submit you for payment. This needs to be done each semester you want to enroll as a MOWR student.
  - [www.gafutures.org](http://www.gafutures.org)
  - News You Can Use
  - Move On When Ready
  - Application Procedure and Deadline
  - If you attend a public or private school you will have to submit one online
  - If you are a homeschool student you will need to turn in a paper application to the MOWR Coordinator

\_\_\_\_\_ **Check here when you have submitted your MOWR scholarship application.**

4. For **homeschool** students only:
  - You will need to make sure you complete a homeschool participation agreement each year you are enrolled as a MOWR student and mail to Georgia Student Finance Commission.

**\*Please be aware MOWR students will owe money for any course related fees and tuition, books, and fees for unapproved classes.**