



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 on the campus network. They are also given their own unique Northwest computing identity in the form of a username and password to be able to successfully access these services.

Usernames for new faculty and staff can be obtained by contacting the *Data Processing* office in the Administration Building, AD 101, 660-562-1131.

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.

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 50 megabytes of email storage and 30 megabytes of personal storage on the Northwest network.

Faculty and staff are given 100 megabytes of email storage and 300 megabytes of personal network storage.

All students, faculty and staff will retain their Northwest accounts and usernames for *one year* following their last date of attendance or employment.

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

The exception to this rule is for students who are expelled for disciplinary reasons or faculty and staff whose employment was terminated by Northwest Missouri State University. Furthermore, students who return to Northwest for courses after having been absent for more than three consecutive trimesters will have a *new* username and password assigned to them since their old account will have been deleted.

After a username is *deleted*, the 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.northwest.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://ssb.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 all **numbers** and cannot be **less** or **more** than **six** numbers.

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, please do the following:

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

<http://northwestonline.org>

If you are having difficulty accessing *Northwest Online* or have a problem with your *eCompanion/eCourse* password, contact the **CITE** office at 660-562-1532.

The CITE office is located on the second floor of *Owens Library (OL246)* and is open weekdays from 8 a.m to 5 p.m.

To access the CITE office web site, please do the following:

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

<http://cite.nwmissouri.edu>

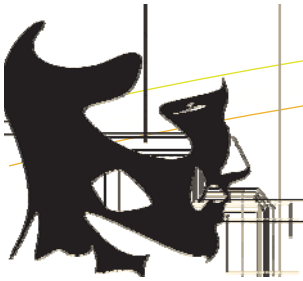
When the CITE office is closed, contact the *eCollege Help Desk* at 303-873-0005 for problems with your course site. The *eCollege Help Desk* is open 24 hours, 7 days a week.

Network Storage Access

Students are given 30 megabytes of storage on the campus network and faculty and staff are given 300 megabytes of storage to house their personal files. To access your storage folder, you simply need to be logged onto a university provided, networked computer. Then 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

Files stored in your network storage folder (Catbert) are backed up every Friday evening after 5 p.m. However, always make backup copies of important files on alternate storage devices such as a USB Flash/Jump drive, CD, floppy or zip disk.



Email Access

To access your Northwest Web-based email account, please do 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**
Student Example: **s233365** or **s433365**

- 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* on how to use Web Based Mail, please see the *Email link* on the **Online Support** web page at:

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

In addition to online email access via the

web, students, faculty and staff also have the option of using *Microsoft Outlook* when on campus.

To access *Microsoft Outlook*, you must first be logged onto the Northwest network with your PC/NT (email) username and password. Then do the following:

- Click on the **Microsoft Office Outlook** icon on your computer's desktop or on the Start menu. If *Outlook* gives you the message: The name could not be matched to a name in the address list, click **OK**.
- Check that **mail1.nwmissouri.edu** is listed as the Microsoft Exchange Server in the Exchange Server Setup screen and change if needed.
- If everything appears correct, type your username in the Mailbox textbox and click the **Check Name** button.
- Your name (last name, first name) should then appear in the Mailbox textbox. If it does, click **OK** and *Outlook* will open your mailbox.

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

http://www.nwmissouri.edu/compserv/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, Web-based email and Northwest Online see the following web address:

<http://www.nwmissouri.edu/compserv/Passwords/initialaccountinfo.htm>



Changing Northwest Passwords

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

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



Need Help?

If you are having problems logging into a networked campus computer, Web-based Mail, CatPAWS, myNorthwest, or Northwest Online call the *Client Computing-Information Systems Help Desk* at 660-562-1634.

A Word About Email Accounts

Faculty, staff and students with university provided notebook the beginning of the *3rd week* of each new trimester, *Microsoft Exchange* email messages that are *over 120 days old* will be deleted from all student email accounts. Also, messages that have been in the **Deleted Items** folder for *10 or more days* will automatically be deleted each Thursday.

After a *year*, email accounts are *deleted* for students who are no longer enrolled at Northwest and for faculty and staff that are no longer employed at Northwest. After email messages have been deleted, they cannot be restored from the backup tapes.

