

# How to create an IQ.Web account

## Instructions for Alvernia Faculty

### What is IQ.Web?

IQ.Web is an internet-based system that provides direct access to Alvernia's administrative system, Sungard PowerCampus. Via IQ.Web faculty members can review class lists, enter grades, and track course activities, among other things.

### How to create an IQ. Web account

➤ **Important Note:** You only need to complete these steps once to create an IQ.Web account. Once you have successfully created an IQ.Web account, simply follow the procedures below to Log In.

- 1) Go to the Alvernia website – [www.Alvernia.edu](http://www.Alvernia.edu). Click on **IQ** button in the lower left-hand corner of the main page.
- 2) Click on the **Request Access** on the left side of the screen.
- 3) Click on **Current Members of Alvernia University without IQ.Web Access**.
- 4) Enter your Last Name.
- 5) In the System Id field, enter your 9 digit campus ID#, including the leading zeroes. Hint: look at your Alvernia ID card to find your campus ID#. If you don't have an Alvernia ID card or don't know your system ID, contact Administrative Computing @ 610-796-8383 or 610-796-8287.
- 6) Enter your birth date in the following format: MM/DD/YYYY (ex. 02/04/1967).
- 7) In the Nickname field, enter your name or nickname (optional)
- 8) In the e-mail address field enter your Alvernia email address. If you're not sure what your Alvernia email address is, contact Information Technology at 610-796-8411.
- 9) It is recommended that you use the following syntax when creating your IQ.Web Login ID: the first four (4) letters of your last name followed by the last six (6) digits of your campus ID#. Example: If Dr. Donald Smith's campus ID# is 000123456, he should set up his IQ.Web Login ID as smit123456.
- 10) Create a password of your preference. It must consist of at least 5 characters. (Letters are case-sensitive).
- 11) Enter a password hint that can be emailed to you if you forget your password (ex: "my pet's name").
- 12) Click the **Request Account** button on the bottom of the page. (It's OK to leave "Guest Access" checked.)
- 13) If the next page tells you there is an error and you can't tell what went wrong, call Administrative Computing at 610-796-8383 or 610-796-8287.

### Logging into IQ.Web

- 1) Follow the links above to get to the initial IQ.Web screen. Click on **Login** on the left side of the screen.
- 2) On the Sign In screen, enter your IQ.Web Login ID (created above), then press tab.
- 3) Enter your IQ.Web password. Click the "Sign In" button.
- 4) **DO NOT** click "yes" if you get a pop up "auto complete" window asking if you want Windows to save your password.
- 5) Once you have logged in, look at the top of the left column to make sure it says **Faculty Access**. If it doesn't, click on the Groucho face or the **Change Roles** menu option, then select **Faculty Access** from the list.
- 6) For assistance with logging into or using IQ.Web, contact Administrative Computing @ 610-796-8383/8287

### Available features of IQ. Web for Faculty:

- Review current class lists
- Post syllabi and related course materials online for access by class members
- Set up of course activities for easy grade calculation at completion of course
- Online entry of letter grades
- Review student information such as curriculum/area of study, advisor, and student's home address and phone.
- Advisors can authorize students for online registration