

# How to create an IQ.Web account

## Instructions for Alvernia Students

### What is IQ.Web?

IQ.Web is a web-based system that enables students to view their grades, schedule, and current balance on line. It also provides students with the ability to register for courses on line.

### Accessing IQ.Web:

- **Day students:** Contact **Administrative Computing** (contact info below) for your IQ.Web login information.
- **Continuing Education students:** Follow the instructions below to create your IQ.Web account. Once you have successfully created an IQ.Web account, simply follow the procedures to Log In.
  - 1) Click on the **Request Access** on the left side of the screen.
  - 2) Click on **Current Members of Alvernia University without IQ.Web Access**.
  - 3) Enter your Last Name.
  - 4) In the System ID field enter your 9 digit student ID#, including the leading zeroes. Hint: look at your Alvernia ID card to find your student ID#. If there are 10 digits, leave off the last number.
  - 5) Enter your Birth Date in the following format: MM/DD/YYYY (ex. 02/04/1985)
  - 6) In the Nickname field, enter your name or nickname (optional)
  - 7) Enter your Alvernia University e-mail address.
  - 8) Your IQ. Web Login ID must follow this syntax: the first four (4) letters of your last name and the last six (6) digits of your student ID (ex: John Smith 000098765 = Smit098765).
  - 9) Your password must consist of at least 5 characters that you will remember (letters are case sensitive).
  - 10) Enter a password hint that can be emailed to you if you forget your password (ex. "my dog's name").
  - 11) Click the **Request Account** button on the bottom of the page. (It's OK to leave "Guest Access" checked.)
  - 12) 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. See initial IQ.Web screen for additional support information.

### 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 **Student Access**. If it doesn't, click on the Groucho face or the **Change Roles** menu option, then select **Student Access** from the list.
- 6) Check your schedule by clicking on **Course Schedule** in the left column. Select the **Year/Term** you want to view and click on the **Submit** button
- 7) Check your grades by clicking either **View Grades** or **Unofficial Transcript** in the left column
- 8) For help with using IQ.Web for online registration, see separate sheet entitled "**How to Register Online via IQ.Web**" available from Administrative Computing, Library 2<sup>nd</sup> floor. (Copies are also generally available in Registrar's Office and Library just before main registration periods.)
- 9) For assistance with logging into or using IQ.Web, contact **Administrative Computing** at 610.796.8383 or 610.796.8287. See the initial IQ.Web screen for additional support information.