AMBERTON UNIVERSITY

Information on How to Access Online Registration, Student Portal, Email and Moodle Accounts

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CampusWeb and Online Registration System

1. Open your web browser and enter the following URL in the web address bar and press ENTER to load the site: https://sis.amberton.edu/campusweb/web.php?web=LOGIN
2. Enter your 'Login ID'; this is the same as your current Student Portal and email username
    a. Example – John Smith, 123-45-6789
    b. Login ID – JSmith789
3. Enter your 'PIN'. The system is case sensitive and the first 2 characters of the temporary PIN are capitalized.
    a. If this is your first time to access this portal, your temporary PIN is the following:
        i. First initial of first name + first 4 letters of last name + * (an asterisk) + last 3 of SSN
            1. Adam Smith   ASmit*678
    b. The system will require you to change the PIN when you first access the CampusWeb Portal
    c. Keep this PIN secure and do not share it with anyone. If your account becomes compromised, please change your PIN and contact the University.
4. Once logged in, you will see the following screen. Click on the blue 'Student' button.

Student Portal

Each student at Amberton University is provided access to the Student Portal. The Student Portal contains links to a University assigned email account, course materials, research resources, online payments, and the Student Services Online system. All users of the Student Portal are assigned unique usernames and passwords. Each user must log into the Student Portal to access any information.

The Student Portal can be accessed from:
1. the University's main page (http://www.Amberton.edu) and selecting the "Student Portal" link in the top right corner, or
2. going directly to http://apps.amberton.edu (type this address in the URL address box of your web browser)

Usernames and passwords for students follow the following format.

Username = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.
    * Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr.   SSN: 123-45-6789
Username: JJonesJr789

Password = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

**** If you have recently changed your last name, please contact the IT Help Desk at e-sysop@amberton.edu to confirm your username for University systems has been updated to your new last name.

Student email account – username@my.amberton.edu

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton student email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

Your email account can be accessed in the following methods. Both methods will require you to log into your email account.

1. Log into the Student Portal and click on the my.Amberton.edu link, or
2. In your web browser's URL address block, type in http://gmail.com

Your assigned email address follows this format - Username@my.Amberton.edu

    Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

    firstname initial+lastname+last 3 digits of student ssn.

    For example: Linda Jones-Smith   SSN: 123-45-6789
    Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the full email address as the username (Example: LJones-Smith789@my.amberton.edu) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal/work gmail account.

If you need assistance with your email account, please visit https://support.google.com/mail

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Accessing the Moodle Course Management System

The Moodle Course Management system requires all users to log into the system to access/view courses. This account is a separate account from the Student Portal and University provided email account (my.Amberton.edu). Both access methods below will require you to log into Moodle.

Account information

    Your username for Moodle is the same as Student Portal and University email account (see above information on determining username). You are able to establish your own, unique

password to Moodle. When your account is first created, a temporary password is emailed to your University email account (my.Amberton.edu). Please review above steps for accessing your University email account. If you have forgotten your password, see the steps below for resetting your password. Your Moodle account remains active for all sessions and between sessions.

Accessing Moodle Through the Student Portal

Students enrolled in distance learning courses using the Moodle Course Management System can access their course materials through the Amberton University Student Portal. The site may be accessed through:

1. the University's main page (http://www.Amberton.edu) and selecting the "Student Portal" link in the top right corner, or
2. going directly to http://apps.amberton.edu (type this address in the URL address box of your web browser)

Use your assigned **username and password** as described above in the "Student Portal" section to access the AU Student Portal.

Once logged in, click on the 'Course Materials' link for your course and this will take you to the Moodle system. You will be required to log into Moodle with your assigned username (see 'Account Information' above) and password. This is a different password from the Student Portal and University email account. If this is your first time to access Moodle, please use the temporary password sent to your University email account.

Direct access Moodle

Students enrolled in distance learning courses using the Moodle Course Management System may also access the course by directly going to: http://moodle.Amberton.edu. You will be required to log in using your username (see 'Account Information' above on usernames) and password. If this is your first time accessing Moodle, please use the temporary password sent to your University email account.

Forgot Password?

For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (http://moodle.Amberton.edu). Once you click on the link, enter your University email address in the entry box and a password message will be sent to your email account.

Moodle Tutorial

Upon successful log in to the Moodle learning platform, there is a *Student Moodle Tutorials* course available to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

Problems & Questions

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or advisor@Amberton.edu for a replacement AUID card.

If you still have problems accessing the University's systems, please contact the IT Help Desk at (972) 279-6511 ext. 128 or e-sysop@amberton.edu.