

IOWA STATE UNIVERSITY


Getting Started: What you need to know for your ISU Accounts

1 Establish your AccessPlus account and view your university ID.

AccessPlus is your secure and confidential university account. You will use your AccessPlus account to check your university bill and grade reports. *Grade reports and university bills are not mailed to students.* Also, AccessPlus can be used to change your address, pay your university bill, and check your class schedule.

How to do it:

- Go to <https://accessplus.iastate.edu>
- Choose *University ID* for *Login Method*
- Type your University ID (the 9-digit number on the label above) in the login ID field (no spaces or hyphens).
- Enter the password provided above (password is case sensitive).
- You will need to reset your password after you have logged in.
- You will be asked to set up a secret question which can be used to have a new password generated by providing the correct answer.



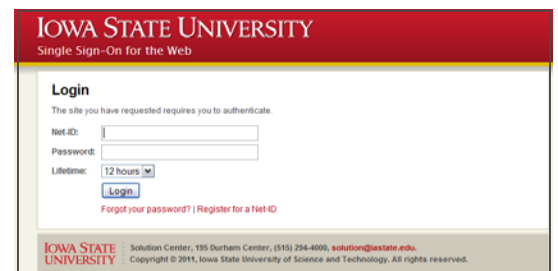
*Please Note:

After logging into AccessPlus, view your ISU ID's using the link from the left menu. You need your university ID to set up your ISU Net-ID (e-mail account).

2 Establish an Iowa State e-mail account.

Your Iowa State e-mail account is essential for your billing notifications, important updates and information from distance education.

Additionally, your Net-ID and password for this account allows you access to the E-Library and is your login for distance education courses.



How to do it:

- Go to <https://asw.iastate.edu/>
- Choose "Register," located in the *lower* portion of the screen (see example). Follow the instructions to set up your e-mail account.

3 Remember to check your communication from Iowa State.

The information you receive in e-mail as well as in the mail contain important details relating to your courses, including critical dates and deadlines. In addition, the department and/or instructor for your course may have additional information pertinent to your learning experience.

Thanks for choosing Iowa State University Distance Education. Please contact distance@iastate.edu if you have any questions or concerns.

Dropping a Course

If you need to drop a course, contact the Office of the Registrar. *Informing your instructor that you want to drop a course is not sufficient.* All drops must be processed through the Office of the Registrar. If you do not contact the Office of the Registrar (directly or through AccessPlus), the university will assume you are still enrolled and you will be billed for the full tuition. Non-payment of tuition does not constitute a drop of the course. In order to receive a full refund, you must drop the class no later than the day BEFORE the class is scheduled to begin, or you WILL BE billed. Follow the steps below.

1. When you need to drop a course, contact the Registrar's office at 515-294-1889.
2. Have your university ID number, the course number and section ready.

Tuition is calculated from the first day of class, and is based on the number of days you remain on the class list after the beginning date. You can verify your drop on AccessPlus or through the Registrar's office.

Important information for nondegree graduate students!

Should you later decide to seek a graduate degree, you will need to submit a degree-seeking graduate application and official transcripts of all your previous collegiate study. If you are admitted, your program advisory committee will determine whether any courses—**up to nine credits**—you've taken on a nondegree basis may be included in your program of study. Please be aware that if your cumulative grade point average falls below 3.00 on nine or more credits earned, you must seek Graduate College approval before any additional course work may be pursued.

e-Library Information (<http://www.lib.iastate.edu/info/6219>)

You are able to access the ISU library online. The above URL takes you to where you can find necessary information about how to use the resources that are available to you.

Document Delivery Services

(http://www.lib.iastate.edu/services1/docdel_info.html)

This website has general information about Document Delivery services such as how to order materials and delivery methods.

ISU Cards

An ISU Card is used as a student library card, a meal card, and to use recreation facilities as well as other services on campus. If all of your courses are at a distance, an ISU Card is not required. You may access your ISU Card number in AccessPlus and can obtain access to the online services of the Parks Library. Student ID cards without a photo are available upon request. If you are a new student enrolled exclusively in distance education courses at Iowa State University, and would like an ISU Card, please send an email to distance@iastate.edu. Include your name, full mailing address along with the department and course number of the course(s) in which you are currently registered for verification purposes. Your card will then be mailed to you in approximately 7-10 business days. If you need immediate assistance accessing AccessPlus, send an email to distance@iastate.edu along with your name and daytime phone number and you will be contacted with information on how to login.

Contacts

- Account Information & Distance Education
Registration Questions:
515-294-1889
- Solution Center (computer problems)
515-294-4000
- Student Answer Center (general questions)
515-294-4469

Activity Fee

The activity fee allows you to purchase tickets to certain Iowa State cultural and athletic events at student prices and use recreational and other services on campus. The activity fee is optional if you are registered for only distance education courses. You may elect to pay the fee to be eligible for these benefits. Contact the Office of the Registrar at 515-294-1889 for more information.

www.distance.iastate.edu

Check the distance education web site for the latest information regarding courses. In addition, you'll find links to resources for computer questions, library, textbook information, and program information.

Definitions

- AccessPlus: your personalized and secure online resource for accessing your confidential university information and web applications.
- University ID: the nine-digit number that can be used (recommended) in place of your social security number for access to services and facilities.
- ISU Net-ID: the ID used to access your e-mail and other services.
- ISUCard: student identification card that shows your university ID number. Distance education students do not need to supply a photo to obtain their ISUCard.
- BlackBoard Learn & WebCT: online environments for teaching and learning. Many, but not all, instructors use Blackboard Learn or WebCT to augment face-to-face courses.

REMINDER:

You will not receive a bill in the mail. Be sure to check AccessPlus monthly for your current bill.