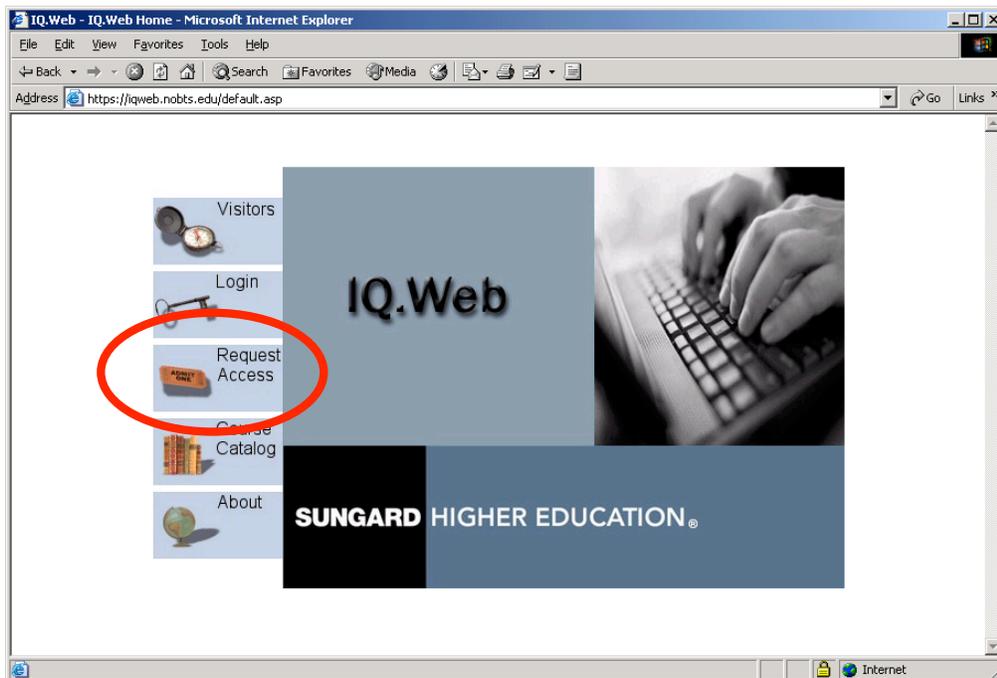


IQWeb Instructions for Students

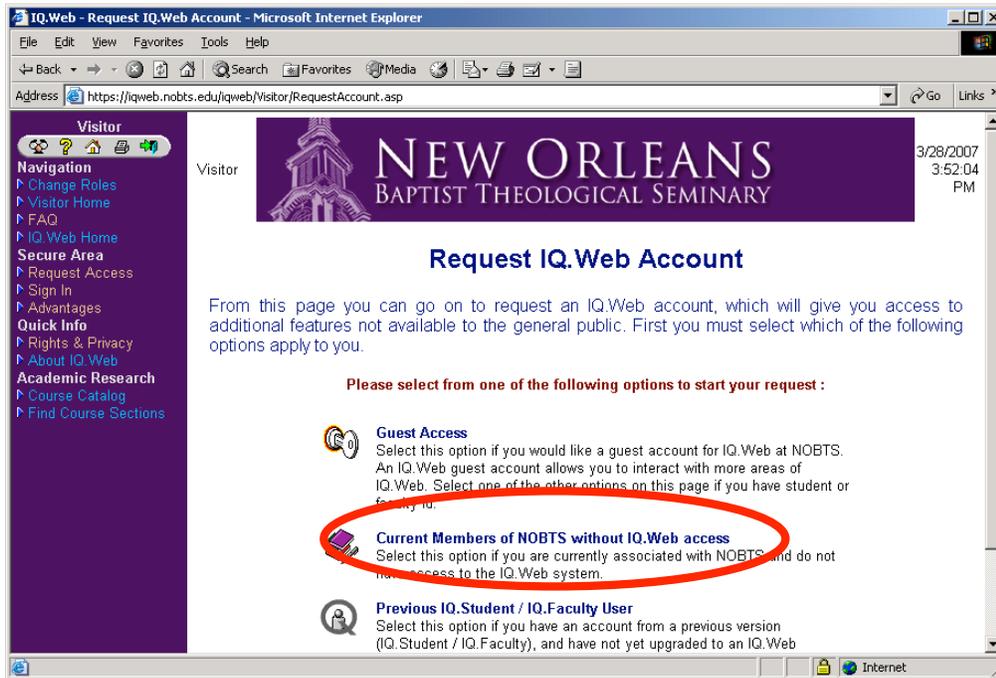
1. In order to set up an IQWeb account, new students should go to the seminary's website (www.nobts.edu) and click on the "IQWeb" link on the menu-bar on the left hand side of the screen.



2. Next, click on "Request Access" on the IQWeb home page.



3. Next, click on “Current Members of NOBTS without IQ.Web access.” Please note that this is only for people who do not already have IQWeb accounts. If you are a current student who has forgotten your IQWeb login name or password, do not attempt to set up a new account. Instead, please email IQHelpDesk@nobts.edu for help with your account.



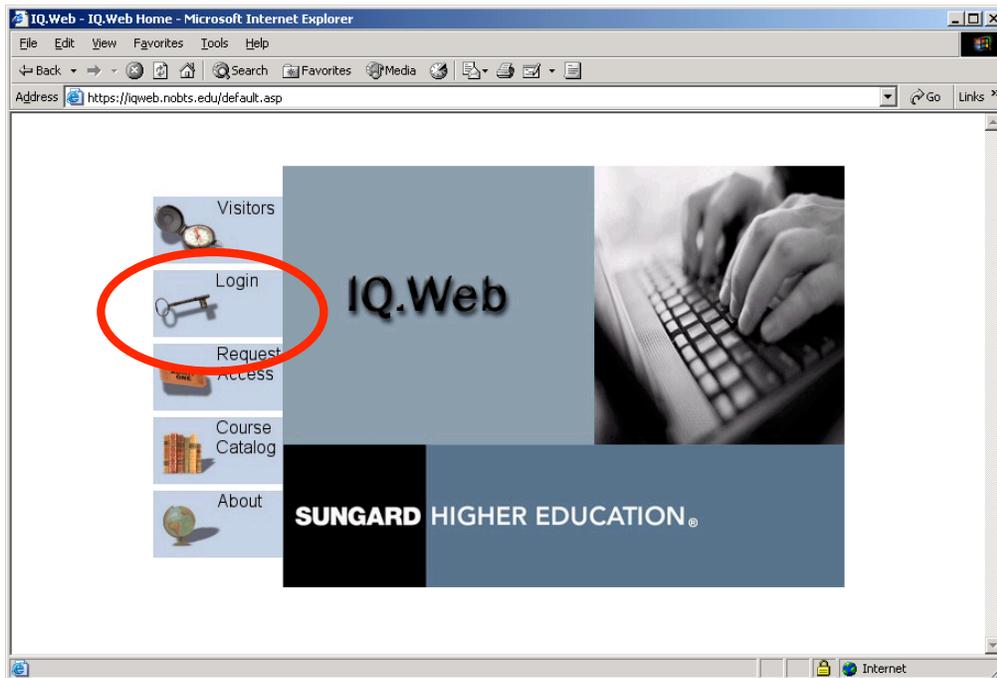
4. Fill in all of the necessary information on the following webpage and select “Request Account.” Be sure to fill in all fields with asterisks next to them.

The screenshot shows a web browser window with the title "Request IQ.Web Account". The address bar shows the URL "https://iqweb.nobts.edu/iqweb/Visitor/RequestAccount.asp?RequestType=Current". The page content includes a navigation menu on the left and a main content area with a heading "Request IQ.Web Account". Below the heading is a form with the following sections:

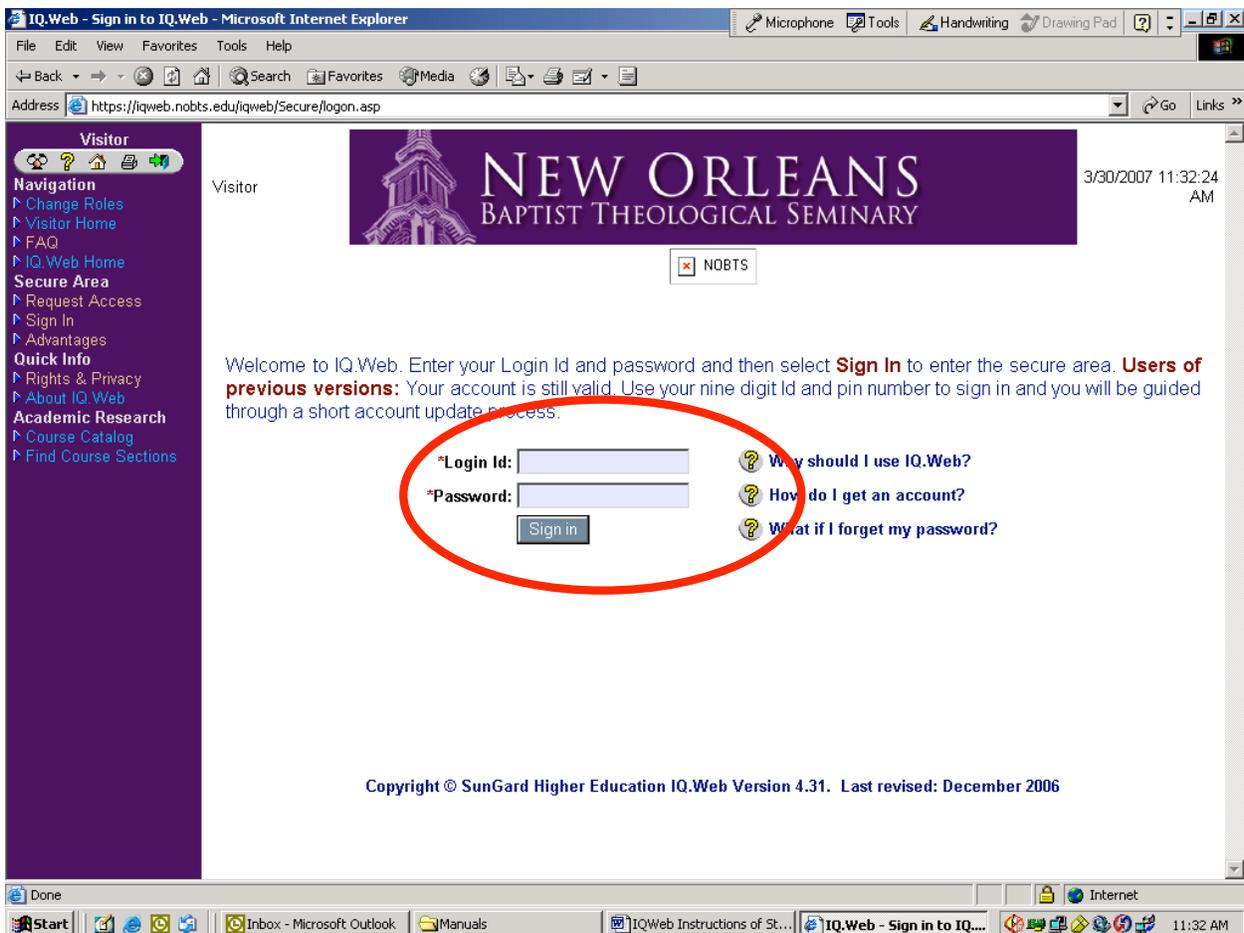
- Identification Information**
 - *Last Name: [text input]
 - *System Id: [text input]
 - *Birth Date: [text input with calendar icon]
 - Nickname: [text input with help icon]
 - *Email Address: [text input with help icon]
 - Ex: accountname@domainname.extension
- Account Information**
 - *Login Id: [text input]
 - *Password: [text input with help icon]
 - *Confirm Password: [text input]
 - Password Hint: [text input with help icon]
- Requested Role(s)**
 - Guest Access:

At the bottom of the form is a "Request Account" button. The footer of the page reads "Copyright © SunGard Higher Education IQ.Web Version 4.31. Last revised: December 2006".

5. This process will set up an IQWeb account for you that you will use to check your account with the seminary, register for classes online, etc. To sign on to IQWeb, follow the instructions in step #1 that take you to the IQWeb homepage, and click “Login.”



6. Enter your login ID and password. Remember that your password is case-sensitive.



- To check your account, logon to IQWeb and click on “Current Balance/Account Information” to view your account history. To view your current balance, including anticipated aid, click on “Online Payment.” This link will also give you the option to pay your balance online with a credit card by paying off the amount listed under “Anticipated Balance.”

Student Access

Navigation

- Change Roles
- Home Page
- FAQ
- Log Off

Account Information

- Change Password
- Checklist
- Preferences
- Update Preferred E-Mail Address

Academic Research

- Course Catalog
- Find Course Sections

Courses

- Course Schedule
- View Grades
- Course Home Page

Degree Progress

- Unofficial Transcript

Money

- Financial Aid
- Current
- Balance/Account Information**
- FACTS Payment
- Options
- Online Payment**

Community

- Online Directory Search

Online Registration

- Step 1: Change Demographics
- Step 2: Change Address
- Step 3: Online Registration

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

3/28/2007 3:58:44 PM

Hello and welcome to your IQ.Web Home Page. You currently have Student Access rights. There are a total of 7 users online at this time.

Calendar Checklist My Links My Notes

You may select a day on the calendar or the name of the month to access your personal calendar. Selecting << or >> on either side of the name of the month will change the month displayed.

March 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	1 First Day of 2007/DMIN Spring Trimester/1st Session	2 Last Day of 2007/DMIN Winter Trimester/1st Session	3
4	5	6	7	8 First Day of Registration for 2007/March Wkshp/1st Session	9 Grade Penalty Date for 2007/DMIN Spring Trimester/1st Session	10
				6 Grade Withdrawal Date for 2007/DMIN Spring Trimester/1st Session		
				7 Last Day of Registration for 2007/March Wkshp/1st Session		
				8 Pre Registration starts for 2007/March Wkshp/1st Session		

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- All returning students should register for classes online through IQWeb. To do so, login to IQWeb during the appropriate registration period, and follow the instructions for online registration found at the bottom of the screen. All returning students who fail to register online will be assessed a \$100 late registration fee.

Student Access

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9. All students must make sure that their contact information in IQWeb is up-to-date. The seminary uses the email and contact information in IQWeb to send out important information related to student balances and online registration. It is the student's responsibility to ensure that this information remains current. To update your email address, click on the "Update Preferred Email Address" link on the IQWeb homepage.

Student Access

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- Log Off

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- Checklist
- Preferences
- Update Preferred E-Mail Address**

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- Find Course Sections

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Pre Registration starts for 2007/March Wkshp/1st Session

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10. If you have any problems logging on to IQWeb, email IQHelpDesk@nobts.edu.

