

1883

Reinhardt University

myReinhardt

User Guide for using *my.reinhardt.edu*

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MYREINHARDT INTRODUCTION

This guide is intended to provide information on the purpose and the usage of *myReinhardt*. Your Reinhardt email account has been created. Key enrollment offices such as the Business Office, Financial Aid and your dean may communicate with you at this address. Additionally, once classes begin, all official Reinhardt communications will be sent to only this email address. Check this account often.

myReinhardt is intended to be a one stop portal for all online needs for students, faculty and staff at *Reinhardt.edu*.

The guide explains how to use *myReinhardt* in the following cases

1. If you already have a Reinhardt email account
2. How to change your password
3. How to login to the individual accounts for Canvas, Email and Eagle Web. At this time in phase 1, only Canvas login has been enabled through *myReinhardt*.

Tip 1.1: *myReinhardt* Password Methodology

myReinhardt is the preferred way to reset your Reinhardt password. Note *myReinhardt* uses the following methods to reset the password

- a. Security Questions.
- b. Text messages
- c. Personal Emails (it is mentioned as primary email on *myReinhardt*)
- d. Authenticator

When you login to *myReinhardt* for the first time, you will be required to set at least one of the options above for you to be able to use *myReinhardt*. Reinhardt IT team recommends having at least two of these methods set.

Tip 1.2: *myReinhardt* Password Complexity

Reinhardt University Password Policy mandates that your Reinhardt password should

- Contain a minimum of 14 characters (recommend a phrase)
- Uniqueness and special characters are not required

Tip 1.3: *myReinhardt* username

myReinhardt usernames are same as your Reinhardt email prefix. See below for an example of Student and Faculty/Staff.

FOR STUDENTS

Unless otherwise specified, username for students is usually the last name followed by the five or six-digit Student ID e.g.

User – John Doe Miller Student ID – 123456

If your email address is miller123456@students.reinhardt.edu, your username is miller123456.

FOR STAFF & FACULTY

For staff and faculty it is usually first letter of first name, middle name and last name, or firstname.lastname e.g.

User – Adam Maiden Smith

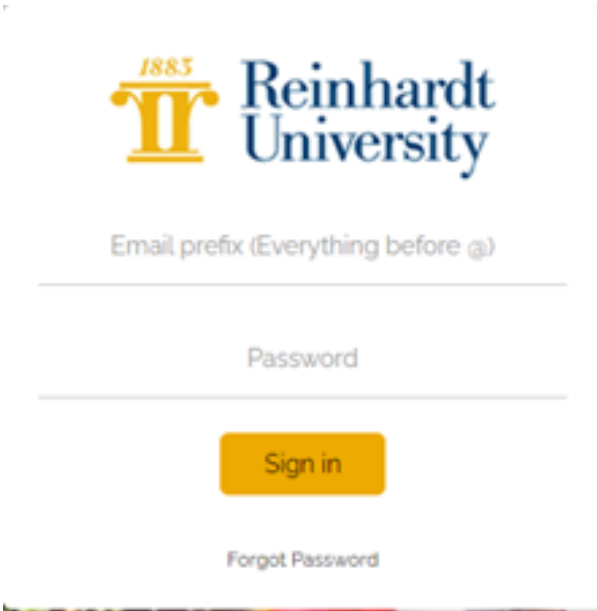
If your email address is AMS@reinhardt.edu or Adam.Smith@reinhardt.edu, your username is AMS or Adam.Smith

CASE 1

1. CASE: YOU HAVE A REINHARDT EMAIL ID AND PASSWORD

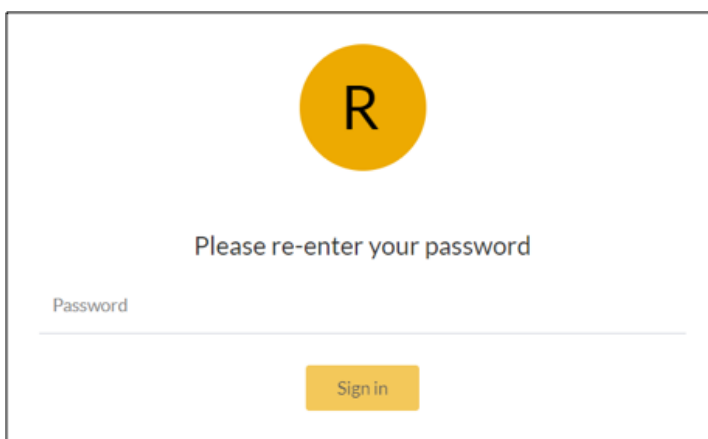
If you already have a Reinhardt email ID and password such as john.doe@reinhardt.edu or doe12345@reinhardt.edu; you will be required to login to this URL to set yourself up for security questions, register personal email or set up phone for text messaging (see Tip 1.1). You will use one of these methods to reset your password.

- Open your browser and navigate to myReinhardt at <https://my.reinhardt.edu>.



The image shows a login form for Reinhardt University. At the top left is the university logo, which includes the year '1883' above a stylized 'R' and the text 'Reinhardt University'. Below the logo, there are two input fields: the first is labeled 'Email prefix (Everything before @)' and the second is labeled 'Password'. Below these fields is a yellow 'Sign in' button. At the bottom of the form, there is a link that says 'Forgot Password'.

- Enter your Reinhardt username and current password (See Tip 1.3 for username).
- Re-enter your current password.



The image shows a password re-entry form. At the top center is a yellow circle containing the letter 'R'. Below this is the text 'Please re-enter your password'. Underneath is a single input field labeled 'Password'. At the bottom center is a yellow 'Sign in' button.

CASE 1

1. CASE: YOU HAVE A REINHARDT EMAIL ID AND PASSWORD (CONT.)

- User will land on One Time setup window page for account recovery setting. Users will have to either answer security questions, verify email, verify phone or authenticator. For multi-factor authentication (MFA), add at least one (we recommend three) of the additional recovery options.

Security Questions

The screenshot shows the 'Account Recovery Settings' page for Reinhardt University. The user is logged in as 'Hello, robin.praakash'. The page title is 'Account Recovery Settings'. Below the title, there is a message: 'To facilitate password recovery, please answer the Security Questions. For multi-factor authentication (MFA), add at least one (we recommend two) of the additional recovery options.' There are three tabs: 'Security Questions', 'Email Recovery', and 'Phone Recovery'. The 'Security Questions' tab is active. Below the tabs, there is a heading 'Set up your security questions and answers to recover your password.' and a box with 'Tips for choosing a good security question:' containing three numbered tips. Below the tips, there are four question-answer pairs, each with a dropdown menu for the question and a text input for the answer.

- Answers all the security questions (User can select the question of his choice) and click Submit Button.

Email Recovery Setup

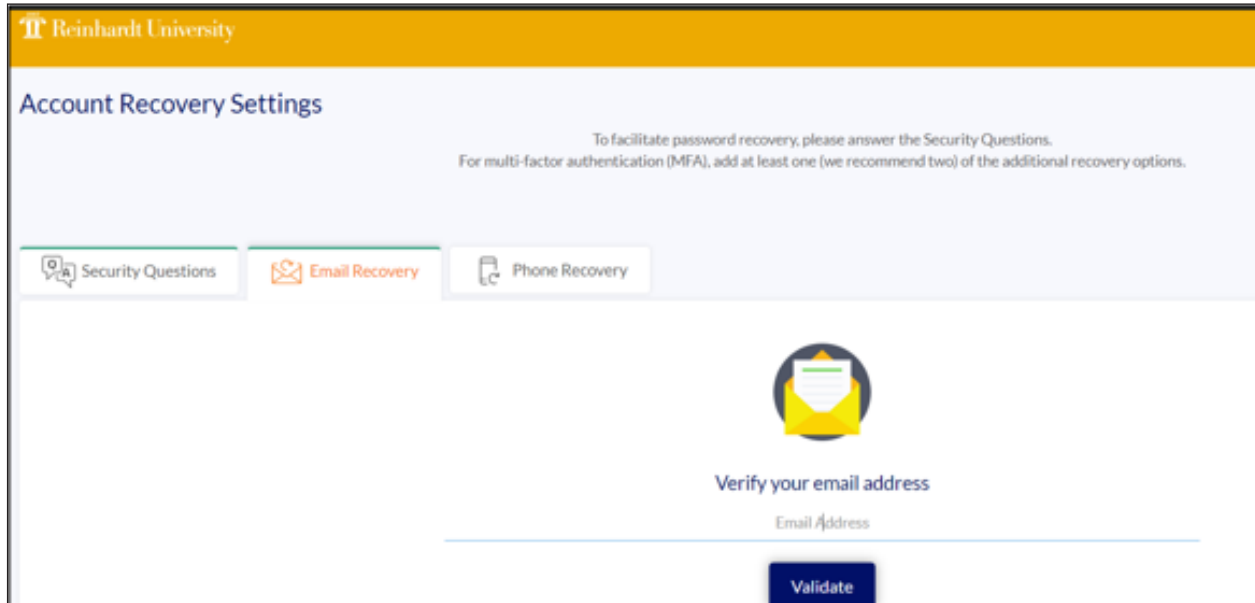
The screenshot shows the 'Account Recovery Settings' page for Reinhardt University. The user is logged in as 'Hello, robin.praakash'. The page title is 'Account Recovery Settings'. Below the title, there is a message: 'To facilitate password recovery, please answer the Security Questions. For multi-factor authentication (MFA), add at least one (we recommend two) of the additional recovery options.' There are three tabs: 'Security Questions', 'Email Recovery', and 'Phone Recovery'. The 'Email Recovery' tab is active. Below the tabs, there is a heading 'You can recover your password using your verified email address.' and a label 'Primary email address'. Below the label, there is a text input field for 'Email Address' and a blue 'Verify' button.

- Enter your personal email address and click Verify. User will receive a seven-digit security code (One time Password i.e. OTP) in their personal ID. In case you do not receive an OTP please click on resend OTP in next 1 minute.

CASE 1

1. CASE: YOU HAVE A REINHARDT EMAIL ID AND PASSWORD (CONT.)

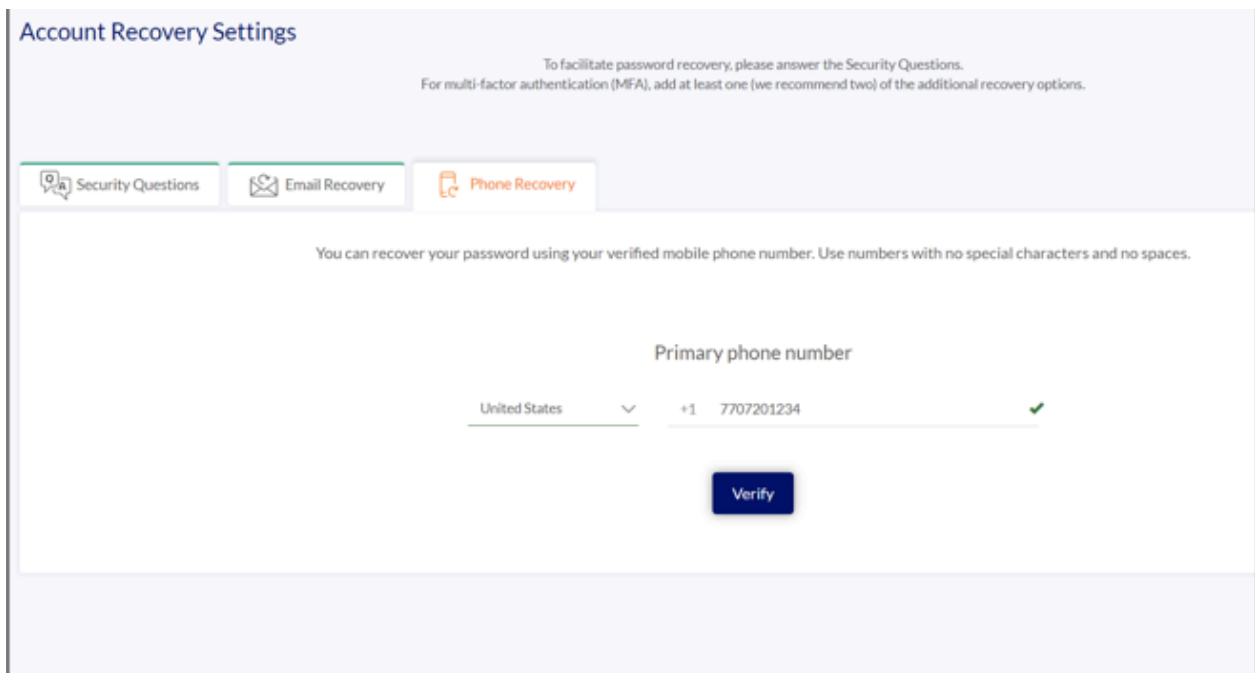
- Click Validate.
Note: In this case, “Primary email address” refers to your primary recovery address, which should be your personal email (and not your Reinhardt email).



The screenshot shows the 'Account Recovery Settings' page for Reinhardt University. At the top, there is a navigation bar with the university logo and name. Below it, the page title 'Account Recovery Settings' is displayed. A message states: 'To facilitate password recovery, please answer the Security Questions. For multi-factor authentication (MFA), add at least one (we recommend two) of the additional recovery options.' There are three tabs: 'Security Questions', 'Email Recovery' (which is selected and highlighted in red), and 'Phone Recovery'. The main content area features a yellow envelope icon with a checkmark, followed by the text 'Verify your email address'. Below this is a text input field labeled 'Email Address' and a blue 'Validate' button.

- User will receive a message that the email ID configured successfully.

Phone Recovery Setup

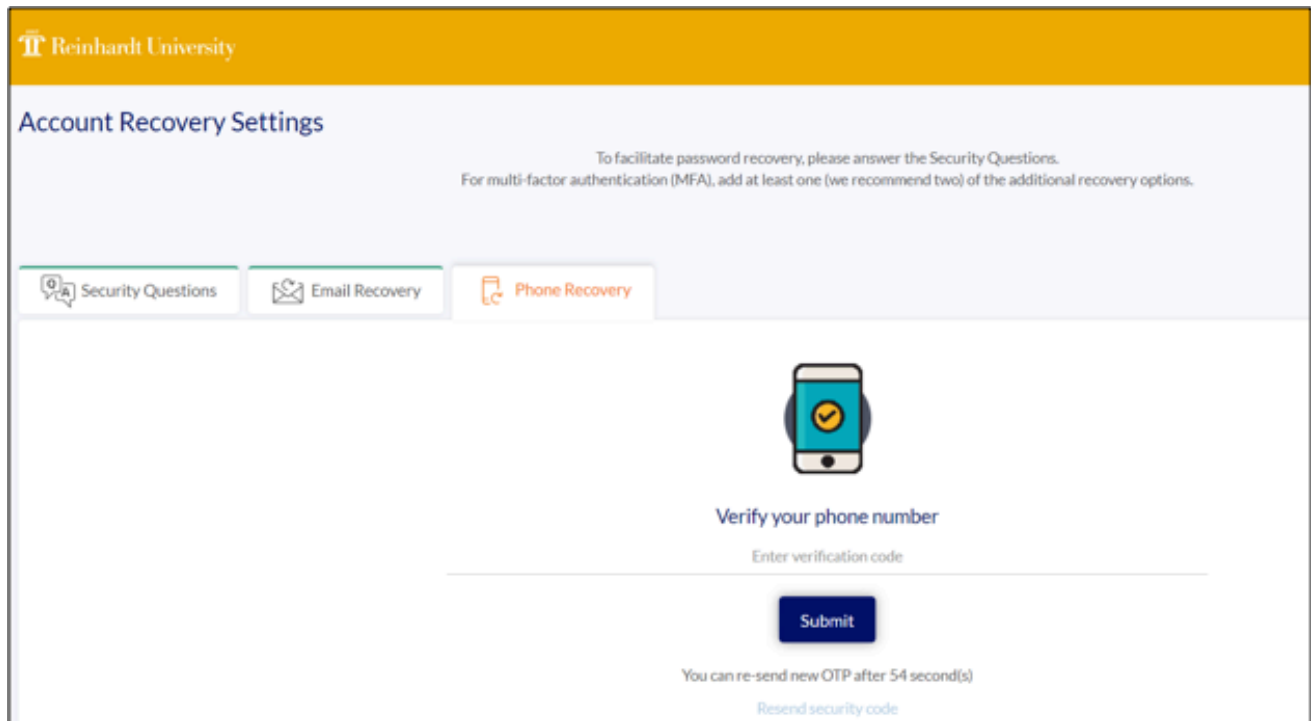


The screenshot shows the 'Account Recovery Settings' page for Reinhardt University, specifically the 'Phone Recovery' step. The page title is 'Account Recovery Settings'. A message states: 'To facilitate password recovery, please answer the Security Questions. For multi-factor authentication (MFA), add at least one (we recommend two) of the additional recovery options.' There are three tabs: 'Security Questions', 'Email Recovery', and 'Phone Recovery' (which is selected and highlighted in red). The main content area features a message: 'You can recover your password using your verified mobile phone number. Use numbers with no special characters and no spaces.' Below this is the text 'Primary phone number'. There is a dropdown menu for the country, currently set to 'United States', and a text input field for the phone number, which contains '+1 7707201234'. A green checkmark is visible to the right of the phone number field. Below the input fields is a blue 'Verify' button.

- Select your Country and enter your cell phone number. Click to Verify.

CASE 1

1. CASE: YOU HAVE A REINHARDT EMAIL ID AND PASSWORD (CONT.)



The screenshot shows the 'Account Recovery Settings' page for Reinhardt University. At the top, there is a yellow header with the university logo and name. Below the header, the page title 'Account Recovery Settings' is displayed. A message states: 'To facilitate password recovery, please answer the Security Questions. For multi-factor authentication (MFA), add at least one (we recommend two) of the additional recovery options.' There are three tabs: 'Security Questions', 'Email Recovery', and 'Phone Recovery'. The 'Phone Recovery' tab is selected and highlighted in orange. Below the tabs, there is a central graphic of a smartphone with a checkmark on the screen. The text 'Verify your phone number' is centered below the graphic. Underneath, there is a text input field labeled 'Enter verification code'. A blue 'Submit' button is positioned below the input field. At the bottom, there is a note: 'You can re-send new OTP after 54 second(s)' with a link that says 'Resend security code'.

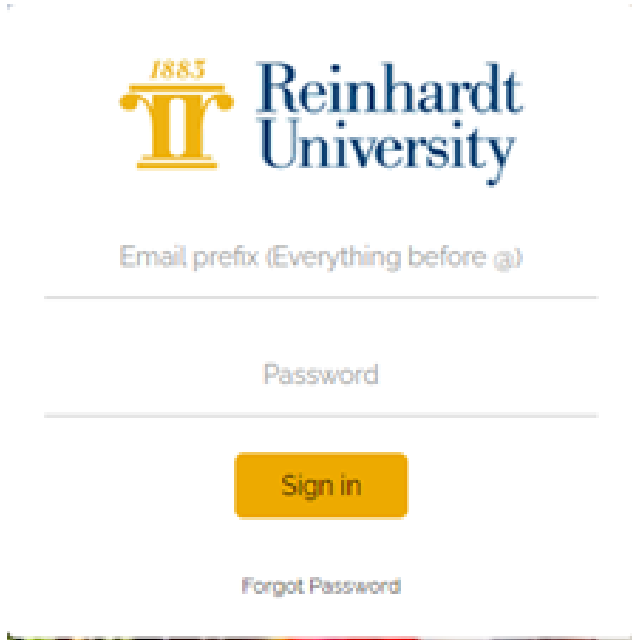
- User will receive SMS with seven-digit OTP over the mentioned cell number. Enter the number and click to Submit.

Once you have set this up, you are all set to begin.

CASE 2

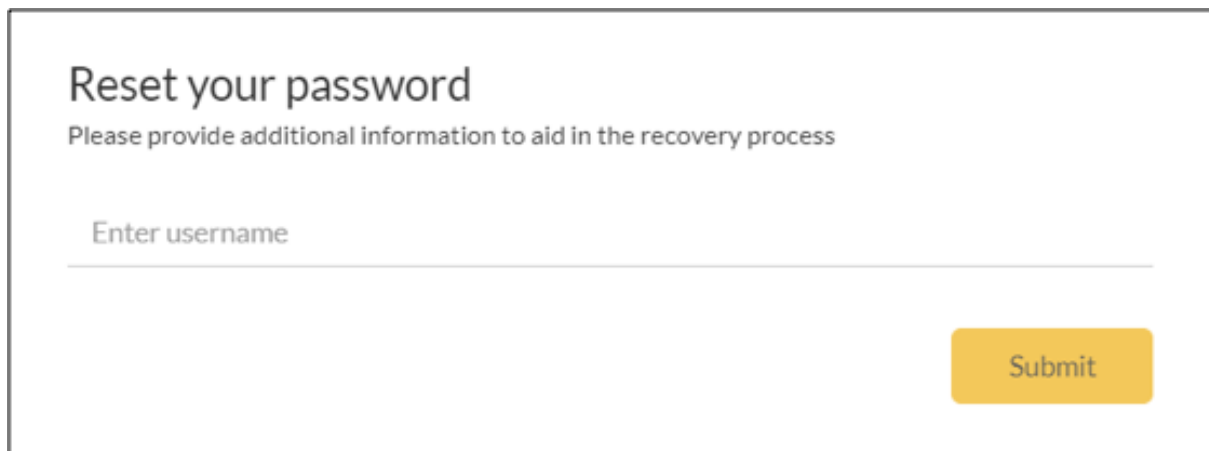
2. CASE: HOW TO RESET YOUR PASSWORD

- Access the url in browser <https://my.reinhardt.edu>.



The image shows the login page for Reinhardt University. At the top left is the university's logo, which includes the year '1885' above a stylized 'R' and the text 'Reinhardt University'. Below the logo are two input fields: the first is labeled 'Email prefix (Everything before @)' and the second is labeled 'Password'. A yellow 'Sign in' button is positioned below the password field. At the bottom of the form is a link that says 'Forgot Password'.

- Click on Forgot password link and enter username and click submit.



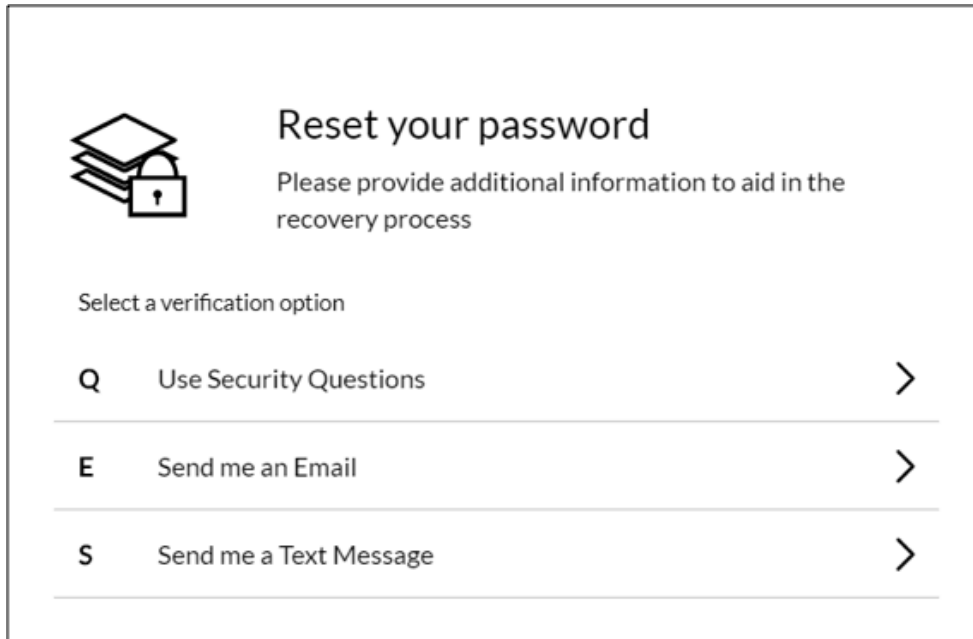
The image shows a 'Reset your password' form. The title 'Reset your password' is at the top, followed by the instruction 'Please provide additional information to aid in the recovery process'. Below this is a single input field labeled 'Enter username'. A yellow 'Submit' button is located at the bottom right of the form.

Use a minimum 14-character passphrase

CASE 2

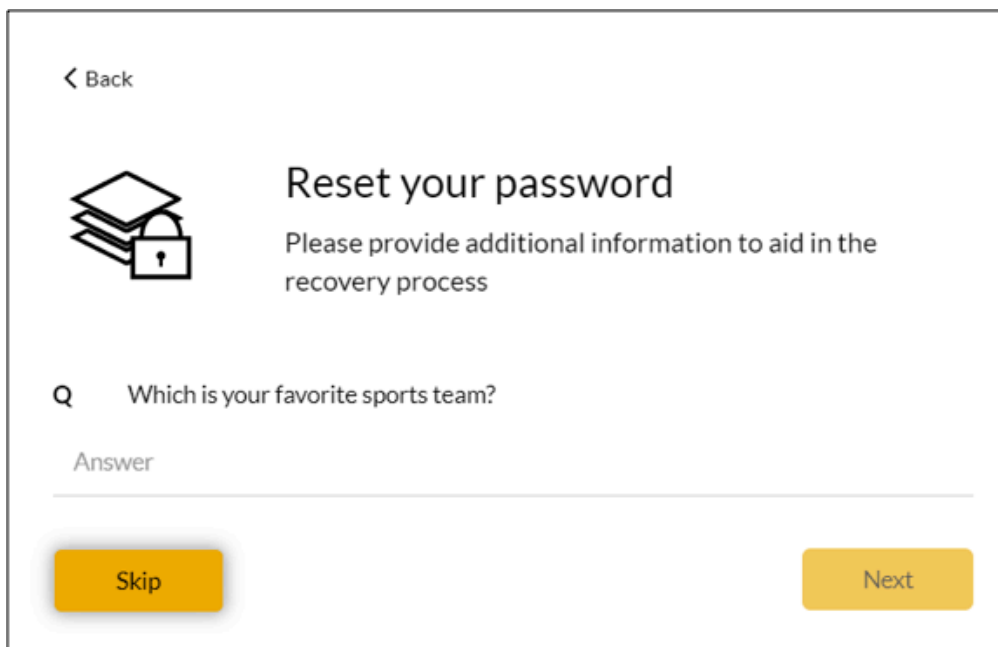
2. CASE: HOW TO RESET YOUR PASSWORD (CONT.)

- User will get the option to choose identity verification method. (Select the option which you did opt for during Initial setup. If the user has completed all three options, choose any)



The screenshot shows a mobile app interface for resetting a password. At the top left is an icon of a stack of papers with a padlock. The title is 'Reset your password' and the subtitle is 'Please provide additional information to aid in the recovery process'. Below this is the instruction 'Select a verification option'. There are three options listed, each with a letter on the left and a chevron on the right: 'Q Use Security Questions', 'E Send me an Email', and 'S Send me a Text Message'.

Use Security Question



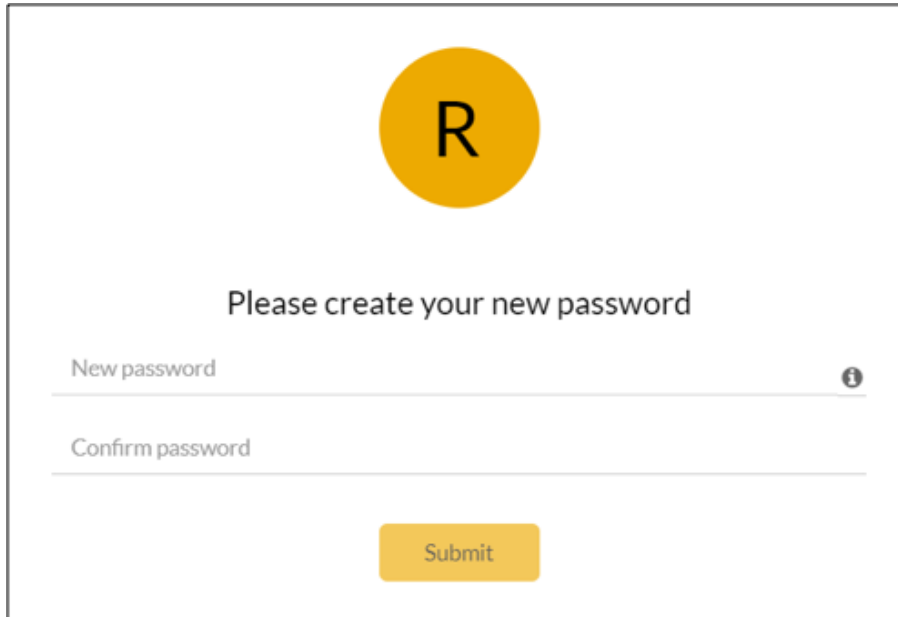
The screenshot shows the same 'Reset your password' screen as above, but now with a security question. A 'Back' arrow is in the top left. The question is 'Q Which is your favorite sports team?'. Below the question is an 'Answer' input field. At the bottom are two yellow buttons: 'Skip' on the left and 'Next' on the right.

- User will be prompted to answer two random questions. (out of the four question which were filled in during one-time setup)

CASE 2

2. CASE: HOW TO RESET YOUR PASSWORD (CONT.)

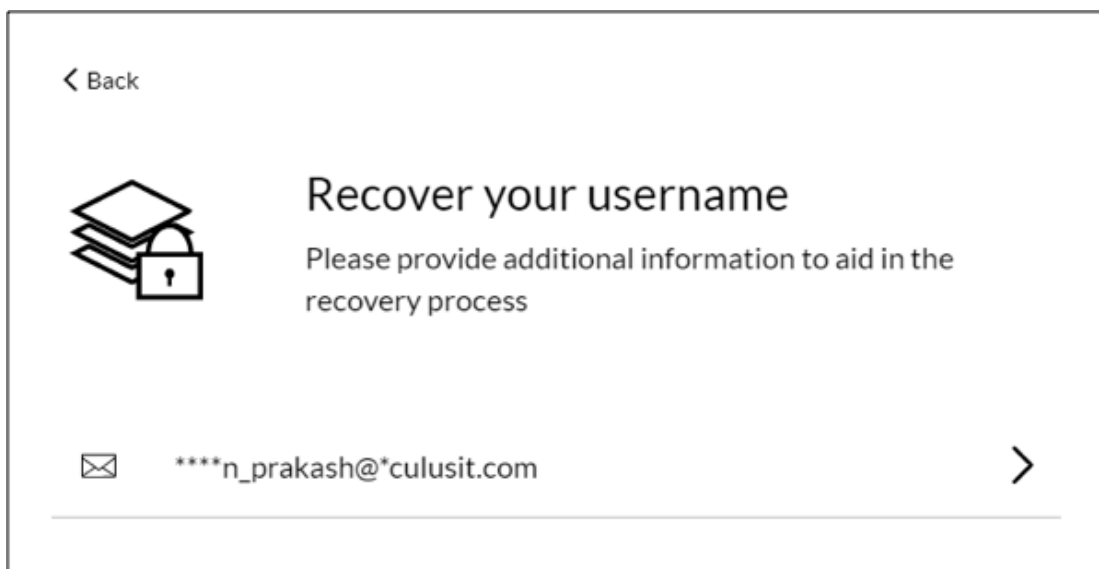
- Click Submit and user will be prompted to enter new password.



- Use a minimum 14-character passphrase

See two examples on recovery using personal email or text message:

Example 1: Send Me an Email




Select the email ID and an OTP will be sent to the selected email address.

CASE 2

2. CASE: HOW TO RESET YOUR PASSWORD (CONT.)


[← Back](#)



Recover your username

Please provide additional information to aid in the recovery process


The security code is sent to your email address

Enter verification code 


You can re-send new OTP after 55 second(s)
[Resend security code](#)

Submit

- Enter the verification code and click Submit.



Please create your new password

New password 

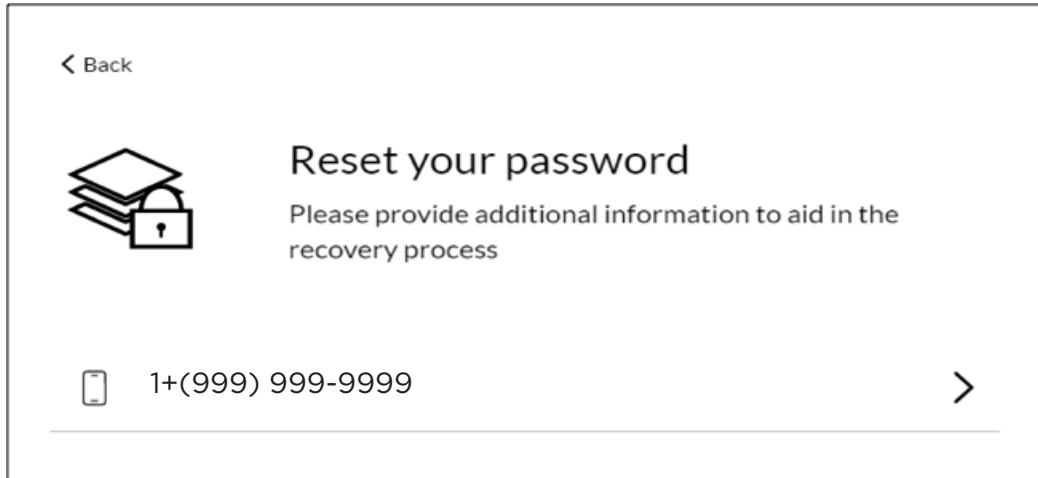
Confirm password

Submit


CASE 2


2. CASE: HOW TO RESET YOUR PASSWORD (CONT.)

Example 2: Send me a Text Message

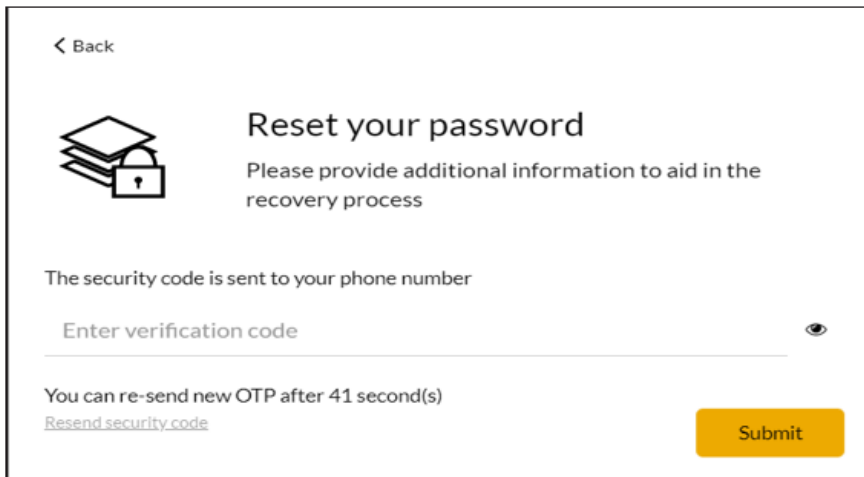


< Back


 **Reset your password**
Please provide additional information to aid in the recovery process

 1+(999) 999-9999 >


- Select the cell number and an OTP will be sent over a text message.



< Back

 **Reset your password**
Please provide additional information to aid in the recovery process

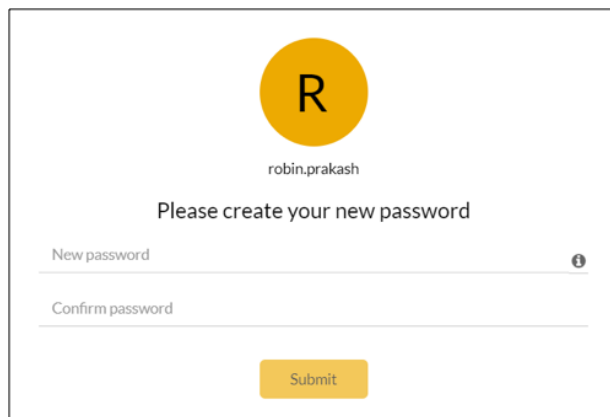
The security code is sent to your phone number


Enter verification code 

You can re-send new OTP after 41 second(s)
[Resend security code](#)


Submit

- Enter the verification code and click Submit.




robin.prakash

Please create your new password

New password 

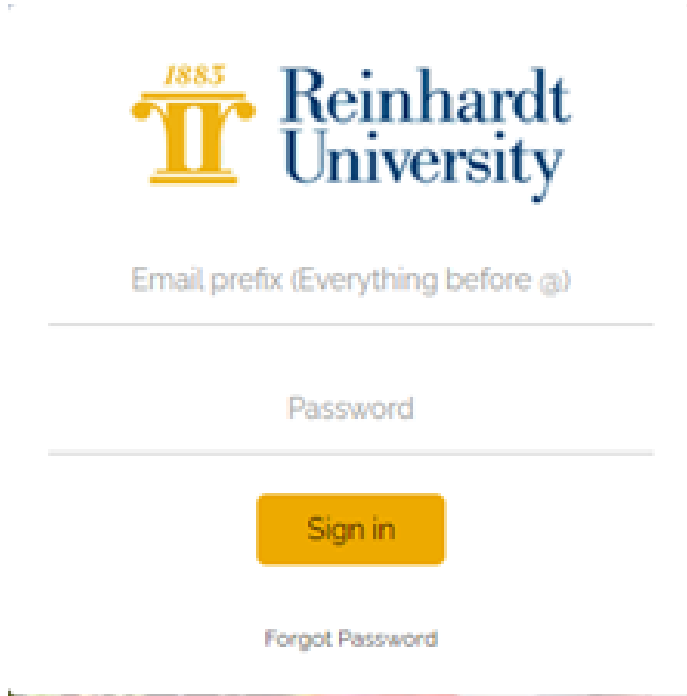
Confirm password

Submit

CASE 3

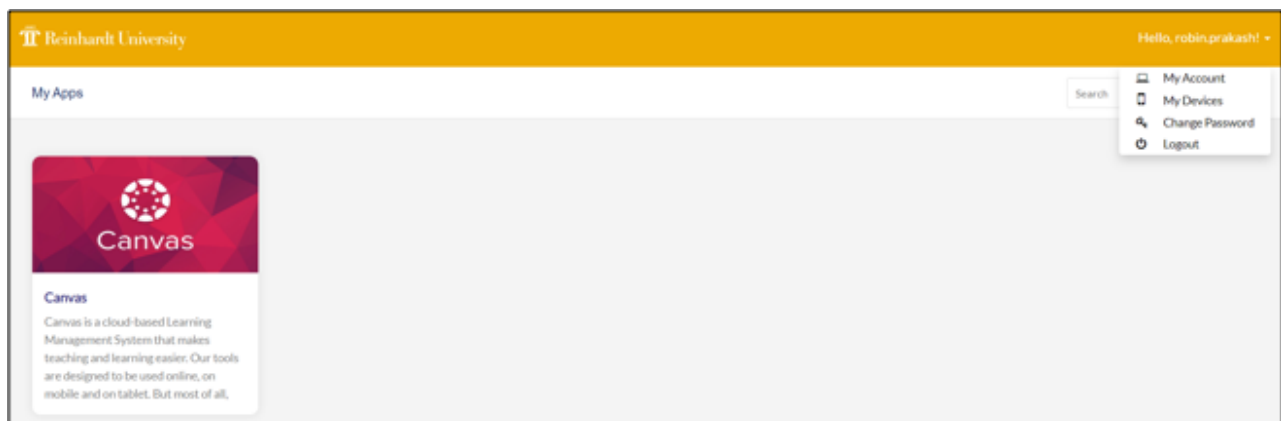
3. CASE: HOW TO CHANGE THE PASSWORD FROM INSIDE *myReinhardt*

- Go to *myReinhardt* at <https://my.reinhardt.edu>



The screenshot shows the login page for myReinhardt. At the top left is the Reinhardt University logo, which includes the year 1885 and a stylized 'R' icon. Below the logo, the text 'Reinhardt University' is displayed. Underneath, there are two input fields: the first is labeled 'Email prefix (Everything before @)' and the second is labeled 'Password'. A yellow 'Sign in' button is positioned below the password field. At the bottom of the form, there is a link that says 'Forgot Password'.

- Select Change password from the drop-down menu

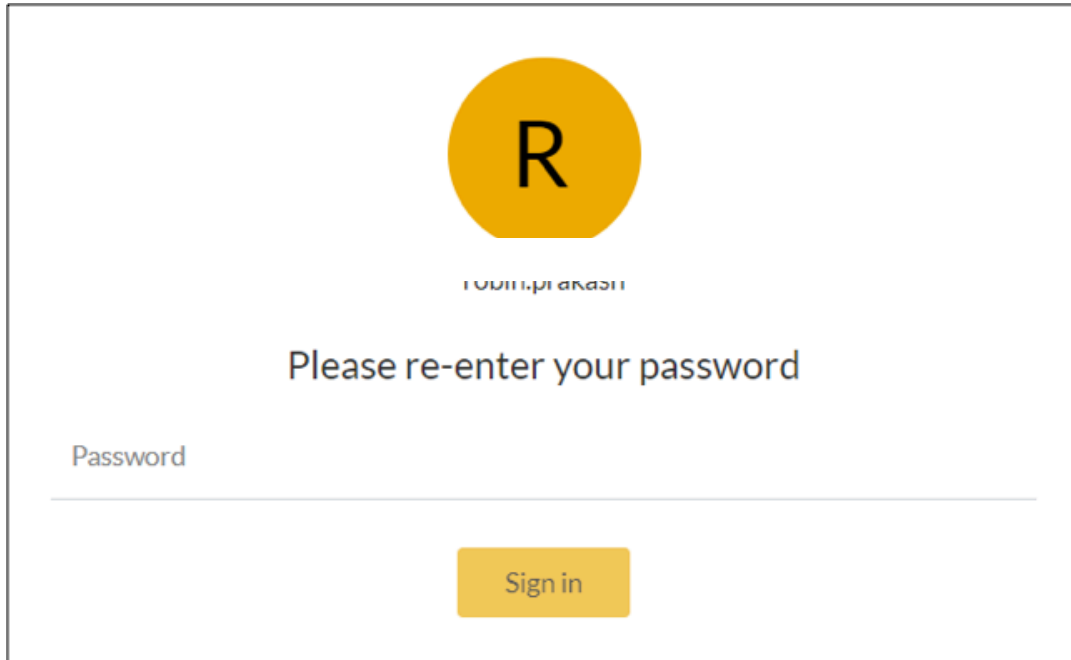


The screenshot shows the user dashboard after logging in. The top navigation bar is orange and contains the Reinhardt University logo on the left and the user's name 'Hello, robin.prakash!' on the right. Below the navigation bar, there is a 'My Apps' section. On the left, there is a large red card for 'Canvas' with a description: 'Canvas is a cloud-based Learning Management System that makes teaching and learning easier. Our tools are designed to be used online, on mobile and on tablet. But most of all,'. On the right side of the dashboard, there is a search bar and a user profile menu. The profile menu is open, showing options: 'My Account', 'My Devices', 'Change Password', and 'Logout'.

CASE 3

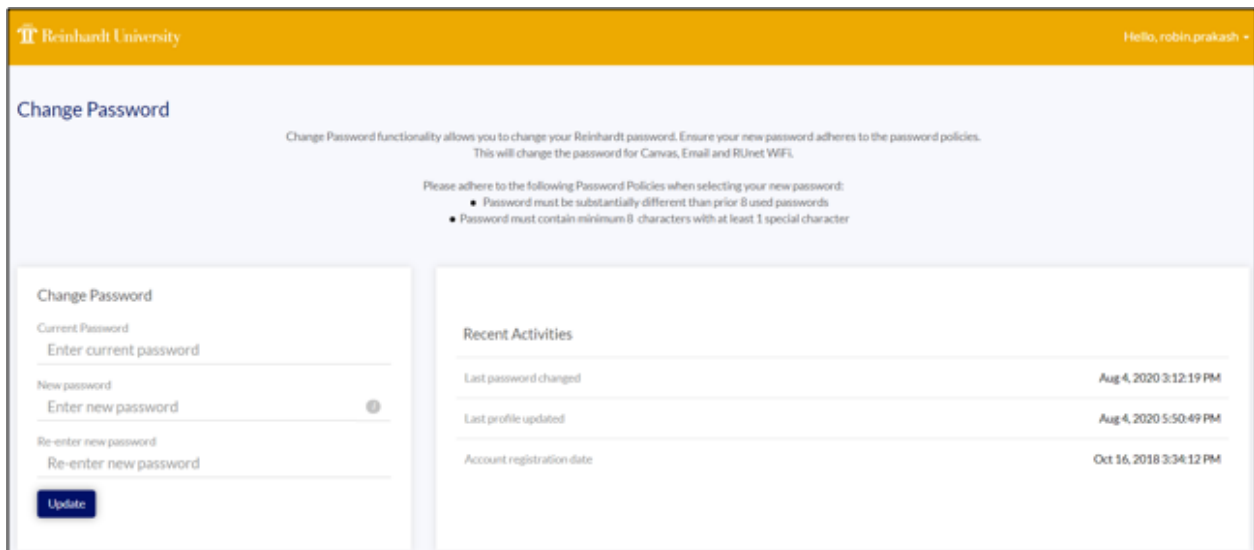
3 CASE: HOW TO CHANGE THE PASSWORD FROM INSIDE *myReinhardt* (CONT.)

- User will be prompted to re-enter the current password. Enter the password and hit Sign in.



A screenshot of a user interface for password re-entry. At the top center is a yellow circle containing the letter 'R'. Below it, the name 'ROBIN PRAKASH' is displayed. The main heading reads 'Please re-enter your password'. Underneath is a text input field labeled 'Password'. At the bottom center is a yellow button labeled 'Sign in'.

- User will be taken on the page to change the password.



A screenshot of the 'Change Password' page in myReinhardt. The page header shows 'Reinhardt University' on the left and 'Hello, robin.praakash' on the right. The main heading is 'Change Password'. Below the heading, there is a paragraph explaining the functionality: 'Change Password functionality allows you to change your Reinhardt password. Ensure your new password adheres to the password policies. This will change the password for Canvas, Email and RU.net WiFi.' Below this, there are two bullet points for password policies: 'Password must be substantially different than prior 8 used passwords' and 'Password must contain minimum 8 characters with at least 1 special character'. The page is divided into two columns. The left column contains three text input fields: 'Current Password' (with label 'Enter current password'), 'New password' (with label 'Enter new password' and a strength indicator), and 'Re-enter new password' (with label 'Re-enter new password'). Below these fields is a blue 'Update' button. The right column is titled 'Recent Activities' and contains a table with three rows of activity logs.

Activity	Date
Last password changed	Aug 4, 2020 3:12:19 PM
Last profile updated	Aug 4, 2020 5:50:49 PM
Account registration date	Oct 16, 2018 3:34:12 PM


- Use a minimum 14-character passphrase

CASE 4

4. CASE: LOGGING IN TO *myReinhardt* FROM A DIFFERENT STATE OR A COUNTRY: ADAPTIVE MULTIFACTOR AUTHENTICATION

When the user tries to login from different State or Country, user will be prompted to verify himself to login using additional security layer.

- User will get the option to choose on verification method. (Select the option which you opted during Initial One-Time setup. In case user have filled in all three options, choose any)



Additional security verification

This is an extra layer of security to ensure that only you can access your account

Select a verification option

Q Use Security Questions >

E Send me an Email >

S Send me a Text Message >

CANVAS INTRODUCTION

Reinhardt University uses the Canvas Learning Management System to facilitate course administration including the distribution of materials, assignments, grades, and other activities required by individual courses. There are two methods for logging into Canvas, the Learning Management System used by Reinhardt University.

1. Access Canvas through my.reinhardt.edu
 - B. Go to www.my.reinhardt.edu
 - C. Enter your Reinhardt student email prefix (everything before the @ sign in your email address.)
 - D. Enter your Reinhardt integrated password. Your integrated password is the same password you use to log on to campus computers.
 - E. From the “My Apps” page, click on “Canvas”

2. Log in directly to Canvas. Go to <https://reinhardtuniversity.instructure.com/login/ldap>
 - A. Under “Login” enter your Reinhardt student email prefix (everything before the @ sign in your student email address.)
 - B. Under “Password” enter your Reinhardt integrated password. Your integrated password is the same password you use to log on to campus computers.

AND, THERE’S AN APP FOR THAT!

Search your favorite app store for the Canvas: Student app. After installation, search for Reinhardt University in the welcome screen.

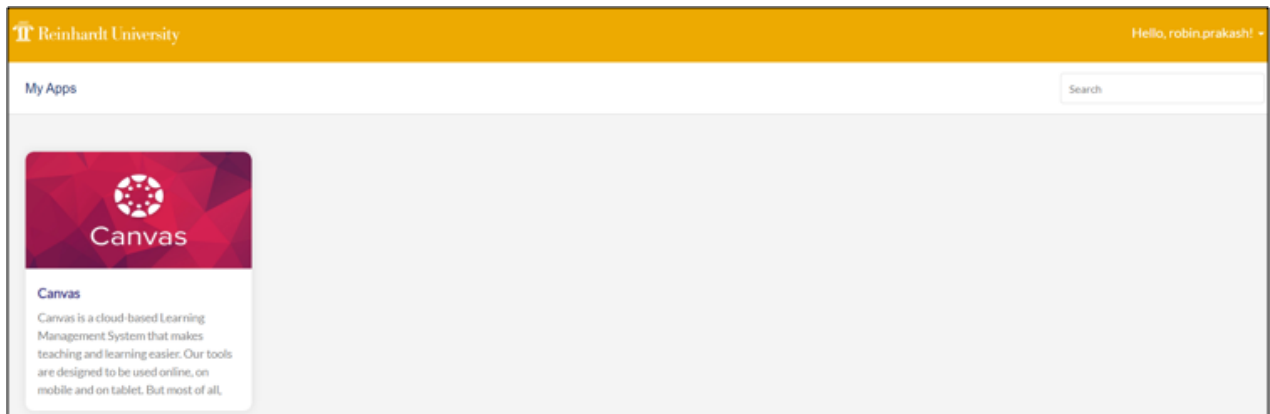
By now, you should be somewhat familiar with how to get around on Canvas. This page is designed to give you some final tips on using Canvas to maximize your experience with this versatile tool. Course pages on Canvas are unique to the design that your respective instructor chooses for the class, but at a glance, there are some major components of Canvas that are likely to remain the same across courses and will be explored here.

We encourage you to also download the Canvas mobile app, called ‘Canvas Student’ in the app store. This user-friendly app will allow you seamless access to reminders, discussions, grades and much more at anytime, anywhere.

SINGLE SIGN ON TO CANVAS/FAQ

Once logged into the portal, users can click on the Canvas icon and will automatically be redirected to the Canvas dashboard. User need not to login to the application again.

This will work only if you have an account on Canvas. You will only have an account on Canvas after you sign up for classes and wait 24 hours for your account to propagate.



APPENDIX: FREQUENTLY ASKED QUESTIONS

Question: What is the criteria for providing new password, i.e. what should my password be?

Answer: Your password must meet the password complexity criteria which is: Use a minimum 14-character passphrase

Question: I got *myReinhardt* password reset through *myReinhardt*, will my new password work to login to workstation while I am at home?

Answer: If you have a Reinhardt laptop (i.e. your computer login credentials are same as your Reinhardt credentials), then you will have to plug in your machine (laptop/computer) into the Reinhardt Network (preferably through LAN cable or through RUnet wifi) for the computer to be able to accept the new password. Until then you can continue to use the old password to login to your Reinhardt machine.

CANVAS FEATURES OF THE MAIN MENU

ACCESSING YOUR COURSES

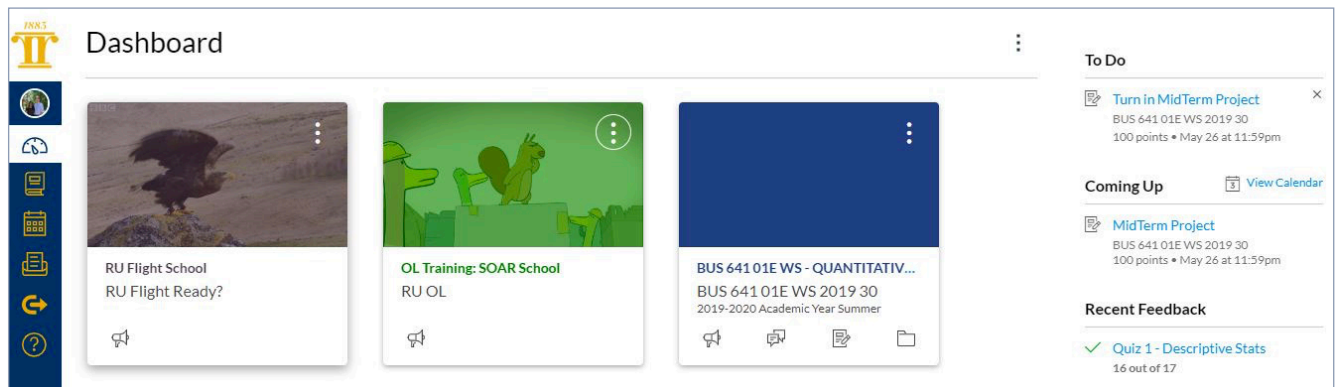
After logging into Canvas, you will be taken to the Dashboard page. Each 'card' on the Dashboard represents each of the courses you are enrolled in, or only your 'Favorite' courses. From this main page, for each course you have quick access to...

Announcements (represented by the megaphone icon)

Discussions (represented by the dialog icon)

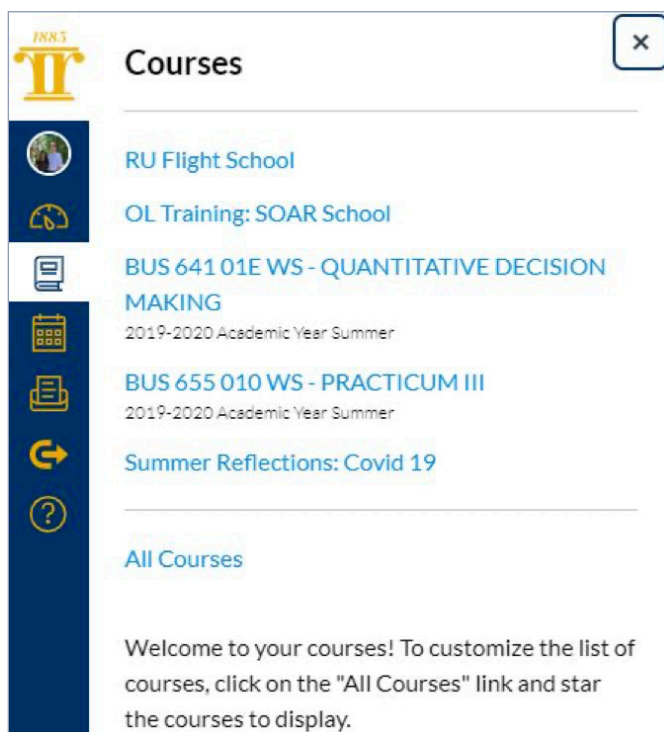
Assignments (represented by the list icon)

Files (represented by the file folder icon)



The screenshot shows the Canvas Dashboard interface. On the left is a dark blue navigation sidebar with icons for Home, Dashboard, Courses, Calendar, Assignments, Discussions, and Help. The main content area is titled 'Dashboard' and features three course cards. The first card is for 'RU Flight School' with a photo of a bird and the text 'RU Flight Ready?'. The second card is for 'OL Training: SOAR School' with a green background and a snail illustration. The third card is for 'BUS 641 01E WS - QUANTITATIVE...' with a blue background. To the right of the dashboard is a 'To Do' list with items like 'Turn in MidTerm Project' and 'MidTerm Project', a 'Coming Up' section with a 'View Calendar' link, and a 'Recent Feedback' section showing 'Quiz 1 - Descriptive Stats' with a score of 16 out of 17.

The left side menu also features a section called 'Courses,' in which you can access all your current courses, revisit past courses, or set your 'Favorite' courses.



The screenshot shows the 'Courses' page in Canvas. The page title is 'Courses' and it has a close button (X) in the top right corner. On the left is the same navigation sidebar as in the dashboard screenshot. The main content area lists several courses: 'RU Flight School', 'OL Training: SOAR School', 'BUS 641 01E WS - QUANTITATIVE DECISION MAKING' (with the semester '2019-2020 Academic Year Summer' below it), and 'BUS 655 010 WS - PRACTICUM III' (also with the semester '2019-2020 Academic Year Summer' below it). There is also a link for 'Summer Reflections: Covid 19' and an 'All Courses' link. At the bottom, there is a welcome message: 'Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.'

CANVAS FEATURES OF THE MAIN MENU

CALENDAR

Below is an example of what the Calendar page on Canvas looks like. Calendar can be accessed through the left hand menu. The events or reminders on your Calendar are generated by Canvas to reflect deadlines for assignments set by your instructor. This feature is a helpful tool because it provides visual organization to your upcoming tasks. Past events, submitted assignments or overdue assignments are marked out with a line. The Calendar can be viewed from a Weekly standpoint, a Monthly standpoint, or as a list of assignments in chronological order, called Agenda.

The screenshot displays the Canvas Calendar interface for May 2020. The main calendar grid shows dates from 26 to 31. A tooltip for May 12th displays two events: "Week 1 Assignment - The Language of Research & Descriptive Stats" and "Week 1 Discussion - The Language of Research & Descriptive Stats". On the right, a sidebar lists various calendars including "Dominique Dee Xiong", "BUS 641 01E WS - QUANTITATIVE DECISION MAKING", "BUS 655 010 WS - PRACTICUM III", "RU Flight School", "OL Training: SOAR School", "Summer Reflections: Covid 19", and "Canvas for Students".

VIEWING YOUR INBOX

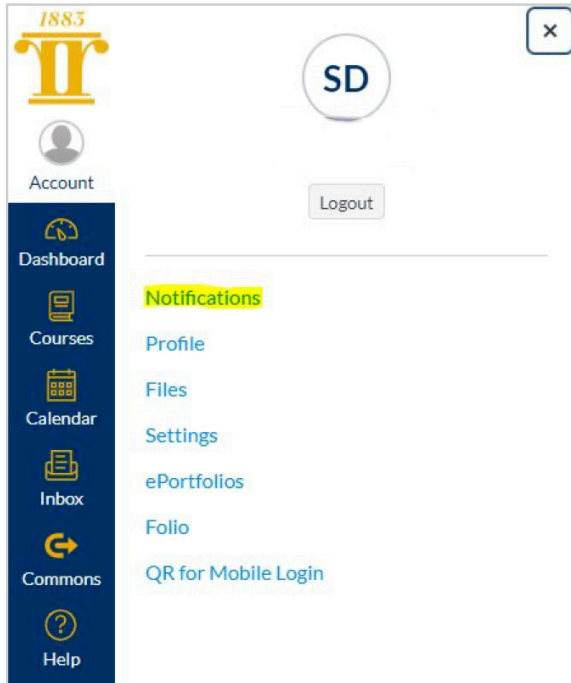
Class announcements from instructors are sent to students through your Canvas inbox. The Canvas inbox works similarly to email, in which new, unread announcements or private messages are labeled with a blue dot next to the message subject. Click on the Inbox icon under the Calendar icon on the left side menu to view your messages.

The screenshot displays the Canvas Inbox interface. The left sidebar shows a list of messages with subjects like "Quiz 1", "Midterm and Quiz Information", and "Test 2". The main content area shows a large envelope icon and the text "No Conversations Selected".

CANVAS FEATURES OF THE MAIN MENU

ACCOUNT: CHANGING YOUR NOTIFICATION SETTINGS

Under 'Account,' Canvas offers a wide array of notification settings to accommodate your lifestyle. This highly sophisticated customization feature allows you the power to choose how much information you want to receive from Canvas, and when to receive it. A variety of categories of information can be set to where you will receive notifications about them right away, daily, weekly, or not at all. On the Canvas account below, reminders about due dates are set to be sent at the end of each week, while messages about newly graded assignments and course announcements are to be sent immediately to the student.



Notification Preferences

Notify me right away Send daily summary Send weekly summary Do not send me anything

Course Activities	Email Address				Push Notification For All Devices	
	✓	🕒	📅	✗	✓	✗
Due Date	✓	🕒	📅	✗	✓	✗
Grading Policies	✓	🕒	📅	✗	✓	✗
Course Content	✓	🕒	📅	✗	✓	✗
Files	✓	🕒	📅	✗	✓	✗
Announcement	✓	🕒	📅	✗	✓	✗
Announcement Created By You	✓	🕒	📅	✗	✓	✗
Grading <input checked="" type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	✓	🕒	📅	✗	✓	✗

TOOLS WITHIN A CANVAS COURSE

DISCUSSION BOARDS

Online discussions are likely to be a part of your course requirements. When clicking on a respective course page, the Discussions for the course can be found on the left side menu. The Discussions page will show you all previous and current discussions of the class. On the right side of the banner of a given discussion, the number of unread responses appear in dark blue. The total number of discussion responses appears next to the unread responses number in light blue. For the 'Week 1' Discussion below, there are 7 unread responses by the user and a total of 16 responses.

2019-2020 Academic Year Su... All Search by title or author...

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Conferences
Collaborations

▼ Discussions *Ordered by Recent Activity*

Week 1 Discussion - The Language of Research & Descriptive ... 7 16
Last post at May 12 at 4:50pm Was locked at May 12 at 11:59pm Due May 12 at 11:59pm

▼ Closed for Comments *Ordered by Recent Activity*

You currently have no discussions with closed comments

FILES

Under the 'Files' page within a course, you can find all of the files your instructor has attached for class. These files can include anything from powerpoints to articles to excel documents. Before downloading a file to your computer, Canvas will allow you to select a given file and preview it online.

Announcements
Modules
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Syllabus
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Conferences
Collaborations

Search for files 0 items selected

▼ BUS 641 01E WS - QUANTITA

Name	Date Created	Date Modified	Modified By	Size
Adding the Data Analysis Toolkit.pdf	May 5, 2020	May 5, 2020	Daniel Teodore...	77 KB
boxplot.jpg	Tuesday	Tuesday	Daniel Teodore...	8 KB
chart.jpg	Tuesday	Tuesday	Daniel Teodore...	3 KB
Data Sets	May 1, 2020			--
Excel Tutorials	May 4, 2020			--
histogram.jpg	Tuesday	Tuesday	Daniel Teodore...	34 KB
MBA-Fundamentals-Statistics.pdf	May 5, 2020	May 5, 2020	Daniel Teodore...	12.2 MB
MidTerm Project	May 14, 2020			--

TOOLS WITHIN A CANVAS COURSE

MODULES

In Canvas, a Module can also be viewed as a Unit, in which there are many Units taught within a course. The design of a Module is up to the discretion of your instructor. However, most Modules will contain important information for each week of class. For example, Module 1 is likely to be assigned for Week 1 of class, and includes all the files, announcements, readings and assignments related to the content taught in the first week of class.

The screenshot shows the Canvas course navigation menu on the left, with 'Modules' selected. The main content area displays a 'Start Here' section with items: 'Read This Page First', 'About Reinhardt University', 'Technical Requirements', and 'Syllabus'. Below this is 'Module 1 - The Language of Research & Descriptive Statistics' with prerequisites 'Start Here' and items: 'Learning Outcomes (Module 1)', 'Read (Module 1)', and 'Attend (Module 3)'.

GRADES AND GRADE PROJECTIONS

The Grades page is unique to each course you are enrolled in and will likely look like this. To find out how much each assignment is weighted towards your class average grade, you can review your course syllabus provided by your instructor or by viewing the assignment's weight to the right side of the Grades page. A dialog icon will appear to the right of the 'Out of' score of a given assignment to notify you that your instructor has left you written feedback about your work. In the example below, only the 'Week 1 Assignment' has been given written feedback while the other assignments have not.

The screenshot shows the 'Grades for' page for course BUS 641 01E WS. The 'Arrange By' dropdown is set to 'Due Date'. The table below shows the following assignments:

Name	Due	Status	Score	Out of	Feedback
Week 1 Assignment: The Language of Research & Descriptive Stats	May 12 by 11:59pm	100	100	100	Feedback icon
Week 1 Discussion - The Language of Research & Descriptive Stats	May 12 by 11:59pm	100	100	100	Feedback icon
Quiz 1 - Descriptive Stats	May 19 by 6pm	16	17	17	Feedback icon
Week 2 Assignment: The Normal and the Standard Normal	May 19 by 11:59pm			100	Feedback icon

On the right, the 'Total' is 97.65%. The 'Assignments are weighted by group' table is as follows:

Group	Weight
Discussions	10%
Homework Assignments	20%
Midterm Project	20%
Quizzes	20%
Total	70%

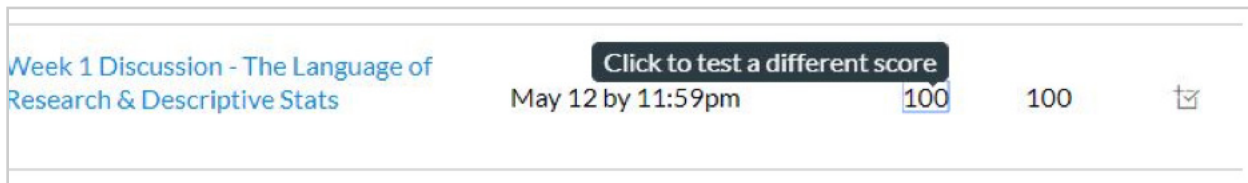
There is a checkbox for 'Calculate based only on graded assignments' which is checked. A note states: 'You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores'.

TOOLS WITHIN A CANVAS COURSE

GRADES AND GRADE PROJECTIONS (CONT.)

Canvas is also able to project your class average either by calculating your current grade based on graded assignments, or by calculating grades that include hypothetical grades for assignments yet to receive a score. For example, to see how scoring a 90 on your last 2 essays for a class will impact your overall class grade, you can input a 90 yourself for these assignments and Canvas will adjust your overall grade to reflect these hypothetical grades for assignments that are not due yet. To access this tool, simply uncheck the 'Calculate based only on graded assignments' option on the right side of the page.

Below, the score box has become a text box in which you can insert a hypothetical score into to see how it will impact your overall grade.



Week 1 Discussion - The Language of Research & Descriptive Stats

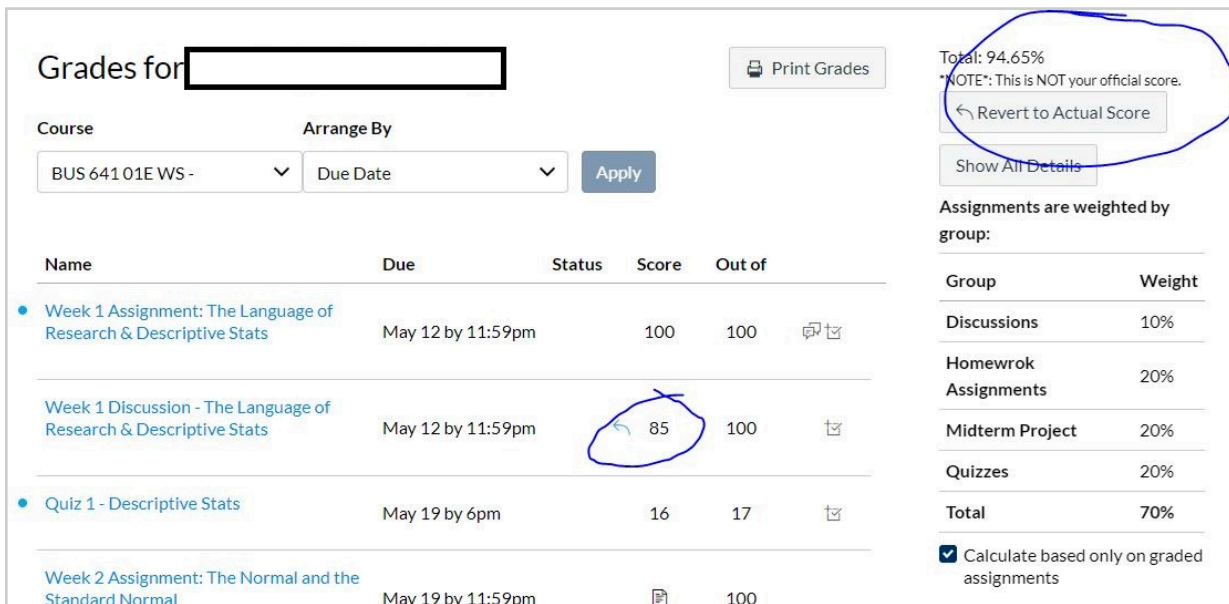
May 12 by 11:59pm

100

100

Click to test a different score

In the example below, we have changed the 'Week 1 Discussion' score to an 85 out of 100, instead of the 100 out of 100 that was actually earned for the assignment. Based on Canvas' calculations, inserting a fictitious score of 85 for a Discussion post would have dropped the student's overall class grade to a 94.65.



Grades for [Redacted]

Print Grades

Total: 94.65%
NOTE: This is NOT your official score.
Revert to Actual Score

Show All Details

Assignments are weighted by group:

Group	Weight
Discussions	10%
Homework Assignments	20%
Midterm Project	20%
Quizzes	20%
Total	70%

Calculate based only on graded assignments

Name	Due	Status	Score	Out of
Week 1 Assignment: The Language of Research & Descriptive Stats	May 12 by 11:59pm		100	100
Week 1 Discussion - The Language of Research & Descriptive Stats	May 12 by 11:59pm		85	100
Quiz 1 - Descriptive Stats	May 19 by 6pm		16	17
Week 2 Assignment: The Normal and the Standard Normal	May 19 by 11:59pm			100

EAGLE WEB

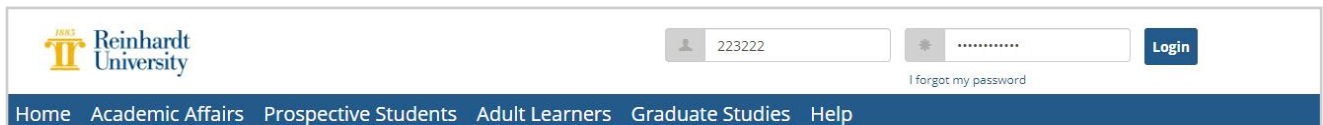
Eagle Web is our online platform that manages student information. You can view and change an array of student information on Eagle Web, such as financial aid information, your permanent address and your class schedule. This preview will show you a handful of the essential functions of Eagle Web that will be important throughout your college career. However, we encourage you to explore all of Eagle Web's features during your time at Reinhardt.

LOGGING IN

Eagle Web can be accessed through a link found on Reinhardt's website under the 'Students' page, or by doing an internet search for 'Eagle Web.'

Login Username: Your Student ID Number

Login Password: Generated by the Reinhardt IT Department; first time users should click 'I forgot my password' to receive a password via their Reinhardt email



EAGLE WEB HOME PAGE

The Home Page after you log in will look like this. During this preview, we will look at the 'Current Students' tab found on the main menu that will contain the sections most relevant to your success at Reinhardt.



CURRENT STUDENTS

My Profile and Settings provides access to update your personal information. Use this link to update your mailing address. Name changes must be submitted in writing to the Office of the Registrar with the appropriate legal documentation. Please contact the Registrar's Office at 770-720-5534.

My Account provides information from the Business Office including account balances and course and fee statements.

My Academic Information provides information from the Office of Records, Registration and Advisement. Use this link to view information such as advisor information, course schedules, grades and unofficial transcripts. Additionally, you may register for courses using the Academic Information link.

My Financial Aid provides information from the Financial Aid Office including missing documents, financial aid awards and important links.

My Housing Information provides residence information and enables you to specify room and roommate preferences.

****My Profiles & Settings is a page managed by the Office of the Registrar and includes records about your personal information like permanent address and contacts. Please confirm all changes to personal information in-person to the Office of the Registrar outside of making changes only in Eagle Web.****

MY ACCOUNT

The 'My Account' page provides contact information for all of our Business Office staff, as well as links to generate your 'Course and Fee Statement' for the current semester and view the total balance of your invoice to the university, found in the upper right hand corner. There is also a link to an external website to create a monthly payment plan.

MY ACADEMIC INFORMATION

At the top of the 'My Academic Information' page appears the 'Add/Drop' section where classes can be added or dropped during the registration period. On the right hand side, we see a listing of important announcements from the university, as well as the 'My Schedule' page which shows the course code, title and schedule of your current classes.

MY ACADEMIC INFORMATION (CONT.)

Scrolling to the bottom of the screen, there is a legend describing the different kinds of holds and acronyms that may appear on your student account. Having a hold on your account prevents you from enrolling in classes for the coming semester, but can be resolved by taking the following actions listed in the hold description. For example, you may need to pay the library for overdue books before you can be cleared to register for classes. Holds will appear in the 'Add/Drop' section of 'My Academic Information' during registration..

[Instructions](#)

[BUS 675 010 WS](#) PRACTICUM IV
S -9:00 - 5:00

HOLDS

AD - Admissions: Admissions holds are placed when a student has not submitted all required admissions documentation. Check with the Reinhardt Office of Admissions.

BU - Business Office: A business office hold is placed when a student has outstanding debt to the university. See the Business Office located in the Burgess Administration Building.

EN - English: An English hold was placed if you failed the ENG 099 or ENG 101 English prerequisite. The hold will be removed upon successful completion of the required course. If your web registration is blocked due to an EN hold, go to the Registrar's Office located in the Burgess Administration Building for registration assistance.

FY - First Year Seminar: Students who have failed FYS 101 receive an FY hold. The hold will be removed once a passing grade has been earned in the First Year Seminar course. If your web registration is blocked due to an FY hold, go to the Registrar's Office located in the Burgess Administration Building for registration assistance.

LF - Library Fine: Contact the Hill Freeman Library and Spruill Learning Center regarding this hold.

MA - Math: A Math hold was placed if you failed the MAT 099 prerequisite. The hold will be removed upon successful completion of the required course. If your web registration is blocked due to a MA hold, go to the Registrar's Office located in the Burgess Administration Building for registration assistance.

My Grade Report

Select a term from the dropdown to see the grades for that term.

Term:

[View Final Grade Report](#)
[View Midterm Grade Report](#)

My Courses

2019-2020 Academic Year Summer

My 2019-2020 Academic Year Summer Course List

Code	Course name	Grade	Schedule
BUS 626 (01E WS)	FINANCIAL MANAGEMENT	==	Tue 6-10:50 PM;
BUS 641 (01E WS)	QUANTITATIVE DECISION MAKING	==	Tue 6-10:50 PM;
BUS 655 (010 WS)	PRACTICUM III	==	Sat 8:30-5:00 PM;

Scrolling to the bottom of the screen, there is a legend describing the different kinds of holds and acronyms that may appear on your student account. Having a hold on your account prevents you from enrolling in classes for the coming semester, but can be resolved by taking the following actions listed in the hold description. For example, you may need to pay the library for overdue books before you can be cleared to register for classes. Holds will appear in the 'Add/Drop' section of 'My Academic Information' during registration.

MY FINANCIAL AID

The Financial Aid page is unique to your student account, and allows you to see your specific financial aid rewards ('Financial Aid Awards') for the current semester. You can also view any important documents that you still need to submit to Financial Aid (Financial Aid Document Tracking). Also provided are the contacts of each of the campus Financial Aid advisors, which are assigned to students by last name.

My Financial Aid

My Financial Aid Awards ?
[Financial Aid Awards](#)

My Financial Aid Documents ?
[View Financial Aid Document Tracking](#)

Forms and Applications

2019-2020

[Free Application for Federal Student Aid \(FAFSA\)](#)
Complete using 2017 tax information.
Visit

[Student Loan Request for Undergraduates](#)

Financial Aid Staff

Wanda M. Olson
Interim Director/Assistant Director - Adult/Online Learners
Student Financial Aid
770-720-5531
wmo@reinhardt.edu

Merrie Heins - Undergraduate/Graduate Students Last Name Ending A-GI
Student Financial Aid
770-720-5606
mbh2@reinhardt.edu

Carol Gray
Counselor - Undergraduate/Graduate Students Last Name Ending Gm-Og
Student Financial Aid
770-720-5652
cgg@reinhardt.edu

Denisha Austin
Counselor - Undergraduate/Graduate Students Last Name Ending Oh-Z
Student Financial Aid
770-720-5908
dma@reinhardt.edu

Cari Daugherty
Financial Aid Specialist and Work Study Coordinator
Student Financial Aid
770-720-5667

The Financial Aid page is unique to your student account, and allows you to see your specific financial aid rewards ('Financial Aid Awards') for the current semester. You can also view any important documents that you still need to submit to Financial Aid (Financial Aid Document Tracking). Also provided are the contacts of each of the campus Financial Aid advisors, which are assigned to students by last name.

MY HOUSING INFORMATION

My Housing Information provides residence information and enables you to specify room and roommate preferences. On EagleWeb, you can view your current housing assignment by clicking on 'My Housing Information.' Questions or concerns about housing can be sent to the Office of Residence Life at reslife@reinhardt.edu

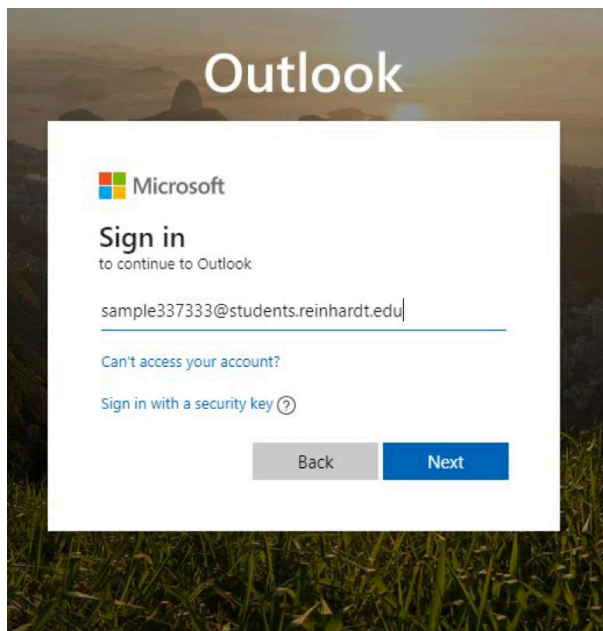
STUDENT EMAIL

Reinhardt utilizes Microsoft Outlook 365 for its student email accounts. While we all use email already in our daily lives, here are some important reminders about the features and functions of Outlook 365 accounts that you may or may not be familiar with.

ACCESSING YOUR EMAIL

Your Reinhardt email can be accessed through the mobile app, 'Microsoft Outlook,' through a link found on the Reinhardt webpage, or by doing an internet search for 'Microsoft Outlook 365.'

On a computer, the login page will look similar to this:



STUDENT EMAIL ADDRESS IS STRUCTURED BY THE FOLLOWING INFO:

Lastname111111@students.reinhardt.edu



Your last name



Your student ID number

STUDENT EMAIL

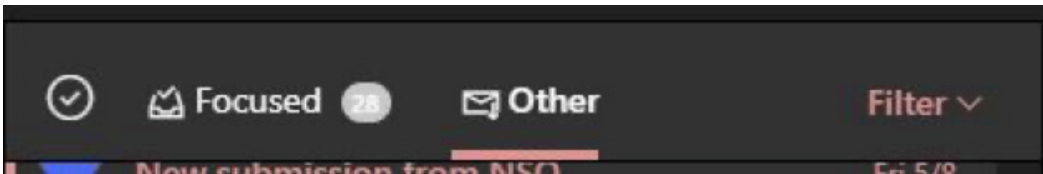
STUDENT EMAIL ADDRESS PASSWORDS:

- Students email password is the same as their *my.reinhardt* account password
- Until changed the initial password is "welcometoreinhardt"






FEATURES AND HELPFUL TIPS IN OUTLOOK MAIL

1. Be sure to check all the types of inboxes in your email account - there is still a possibility important emails and announcements will appear in spam or junk email folders and not your main inbox!

Inboxes on the main page: 'Focused' and 'Other'

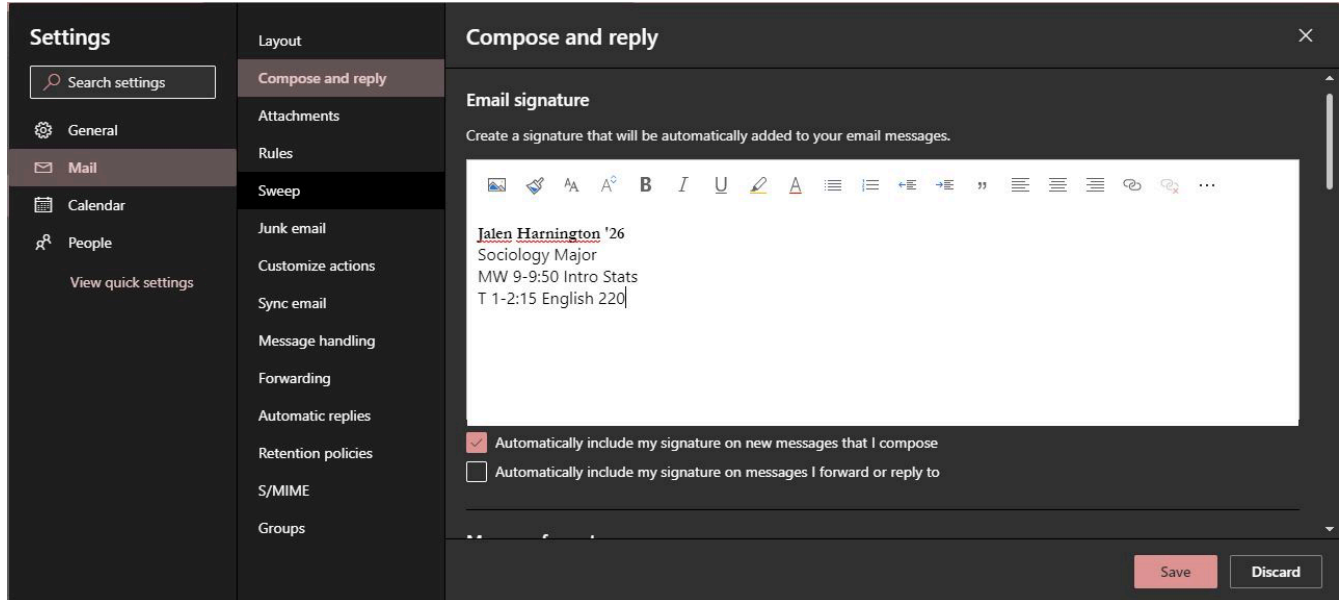


INBOX THAT CAN BE ACCESSED THROUGH THE LEFT SIDE MENU: 'JUNK'

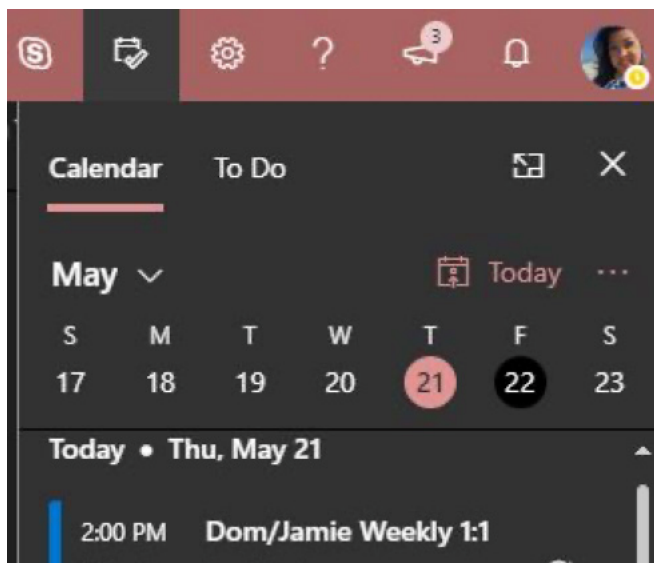
	Inbox	1051
	Drafts	6
	Sent Items	
	Deleted Items	525
	Junk Email	2

STUDENT EMAIL

2. Students can create email signatures which appear automatically at the end of every email you compose. Signatures provide a professional and informational close to the end of an email, and can be made in the 'Settings' tab under 'Compose and Reply.'



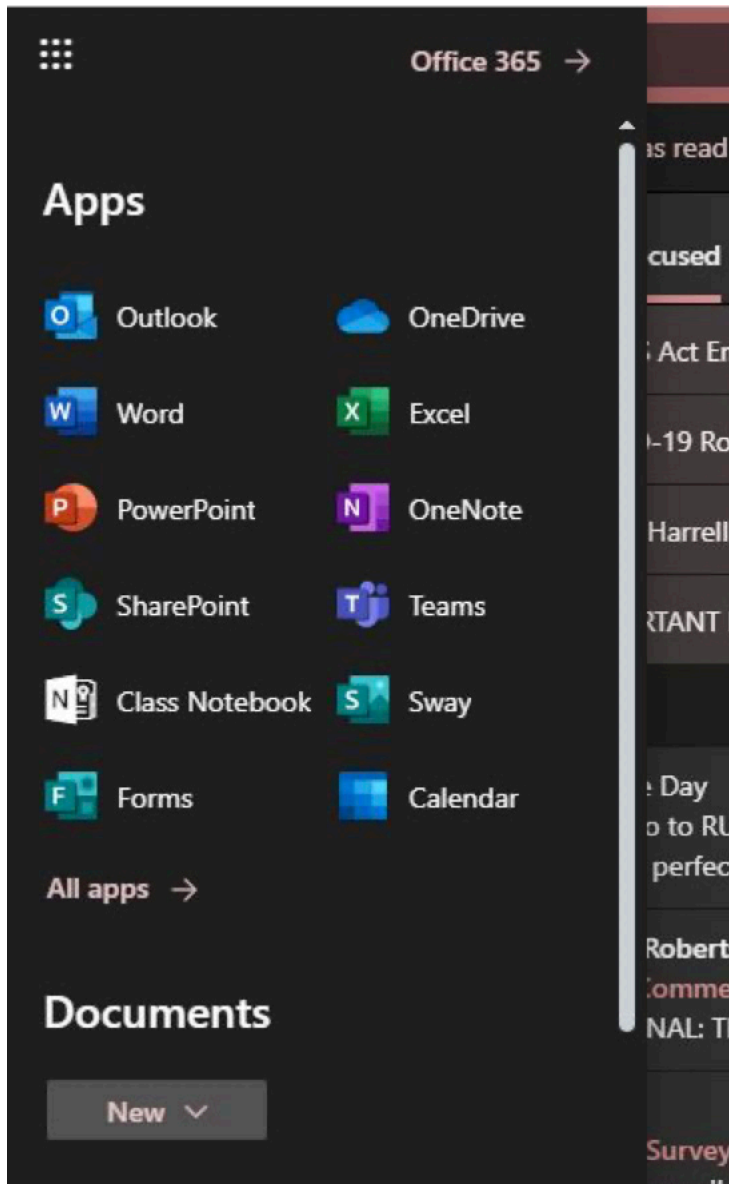
3. You can schedule events, reminders and meetings through the Outlook Calendar. Clicking on the 'My Day' icon on the upper right hand menu allows you to view reminders about what Outlook events have been scheduled for your day.



4. Email is just one application available through Microsoft. Other apps available to you for free include Calendar, Word, Power Point and Excel.

STUDENT EMAIL

Need help with accessing or using your student email? Reinhardt's IT Department can be accessed 24/7 through the support line, 770.720.5555, or through email at helpdesk@reinhardt.edu



APPENDIX: FREQUENTLY ASKED QUESTIONS

Question: I have email configured on my phone and other devices, do I have to enter the new password in these places?

Answer: Yes, you will have to manually change the password on these email clients to the new password.

Question: How long does it take for other locations to have the new password reflected?

Answer: It may take up to 30 minutes for all your devices to have new password synced up.

Question: Why does *myReinhardt* ask me for MFA / security step (security questions, email verification or SMS verification) again on the same computer?

Answer: It is because *myReinhardt* does not trust this computer. In order to avoid being asked this question every time, click “Trust this device” checkbox while logging in, so that you do not get asked to validate your identity using MFA.

MY.REINHARDT.EDU TUTORIALS

This self-service portal will save you time in the future when changing your password. Please see the attached document for the detailed instructions. Below are 3 YouTube tutorials that will also help you through the process.

1. My Reinhardt: Initial login and Multi-Factor Authentication
<https://youtu.be/nMyn7Pnr9Fs>
2. Change your Password on my.reinhardt.edu
<https://youtu.be/b4n483FkC6E>
3. Single Sign-On (SSO) for Reinhardt University
<https://youtu.be/paOzRWrI8Yo>

NELNET ENTERPRISE

Reinhardt University partners with Nelnet Enterprise to offer access to student account information, payment plans and tuition protection plans. Nelnet also offers payment options for our International Students through <https://www.paymytuition.com/>. To access more information and enroll in a plan go to <https://mycollegepaymentplan.com/reinhardt/>.