

# Computer Resources available to New NWHSU Students

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December 5, 2006

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GroupWise E-Mail

**eNORTHWESTERN**

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Email link

eNORTHWESTERN link

eDiscussion link

## I. Email

NWHSU uses web-accessible GroupWise. This means that you access your email via the web from <http://mail.nwhealth.edu>.

### GroupWise Web Access

To access your new GroupWise account when you are on campus, double-click the Student E-mail icon on any computer. If you are off campus and connected to the Internet, open your web browser and enter the address <http://mail.nwhealth.edu>. This address will take you to the login page. Enter your username and password, then click the Login button and you will be in your mailbox.

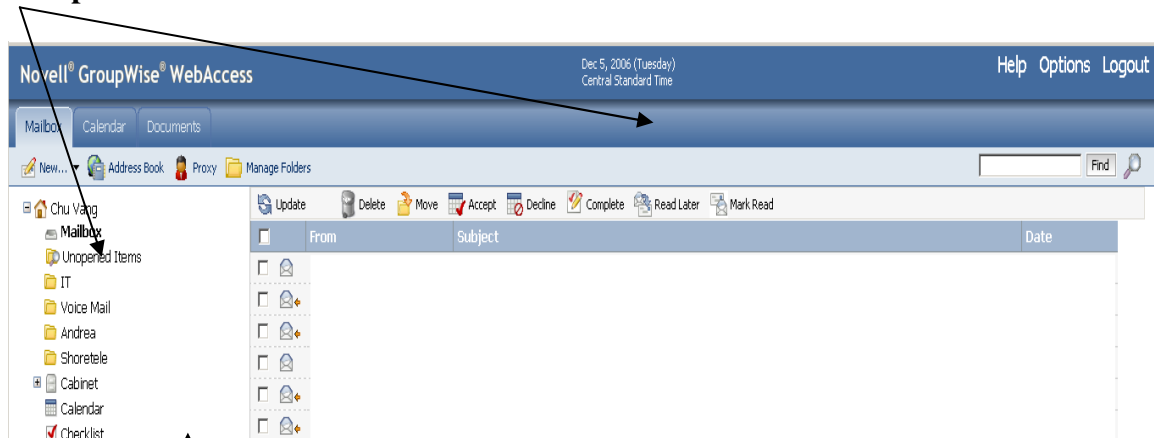
[Note: The login screen is also accessible to you via Northwestern's home page, [www.nwhealth.edu](http://www.nwhealth.edu). From our home page, click on the GroupWise globe located in the top right portion of the page.]

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#### A. The Main GroupWise Window

The main GroupWise window consists of three main parts: a folder list displayed on the left pane, an Item list on the right pane, and a toolbar that wraps around from the far left to the top of the screen.

#### Wrap-around toolbar



Folders

Item list

**Folders:** Click on folder or area to display contents. Click on small red triangle adjacent to Cabinet to display additional folders.

**-Calendar:** Allows you to keep a personal calendar.

**-Sent Items:** Contains items that you have sent. If you open an item and click on Properties, you can check whether the recipient has opened the message. This feature only works on messages sent within the University GroupWise system.

**-Mailbox:** Includes all received items, whether they have been opened or not.

**-Unopened Items:** Includes only items that have not been opened.

**-Task List:** Displays any tasks that you may have created for yourself.

**-Cabinet:** A container for folders that you have created to organize your mail.

**-Trash:** All deleted items go to the Trash. They are automatically deleted from the Trash folder after 7 days.

**Item list:** Includes messages, appointments, tasks & notes. Click the item to open.

**Wrapped toolbar:** Icons include:

Compose message, appointment, task or note

Search address books

View Calendar

Search for documents (feature not available)

Help

Options

Exit

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## B. The Basics

### Opening Mail and attachments

To open a message, click on the item. Items in bold have not been opened. A paperclip indicates an attachment. To view an attachment, after opening the message, click **View** next to the attachment. To save an attachment, open the message and use the **Save As** command that is next to the attachment.

### Printing messages

When a message is open, click the **File** drop-down menu and select **Print**.



### Sending messages and attachments

1. To send a message, click the **Compose message, appointment, task or note** icon located on the left portion of the toolbar.
2. Type one or more names in the To: box. If you are sending to someone inside of the University you only need to type his or her username or real name. If you sending to someone outside of the University, type the entire address.
3. Type a subject.

4. Type your message. If you have not opened or sent an item in **30 minutes**, GroupWise will log you off. Therefore, if you are composing a long message, either click **Update** on the main GroupWise screen or compose your message within Word and copy and paste it into a message.
5. Attach a file last. If you wish to attach a file, within the message, click **Attach** located in gray on the right. Browse to locate and select the file to be attached. Click **Ok**.
6. Click **Send**.



#### Using the Address book

To look up a user name in the GroupWise system, click the **Address book icon**. Enter a first or last name, select a qualifier, then click **Search Address book**. For example, to find all the GroupWise entries with a last name of Smith, select “Last Name” “equals” “Smith” and click Search Address book.



#### Using the Calendar to create an appointment

1. To create an appointment, click the **Calendar icon** located on the toolbar.
2. From within the calendar, on the lower left pane within the Create section, click the word **Appointment**.
3. Choose a date, time and duration. Type in a subject and, if desired a message.
4. Click **Send**.
5. Appointments must be accepted before they will appear. To accept an appointment, go to your main mailbox by clicking the “Globe” icon located on the toolbar.
6. Open the appointment, and click **Accept**. When the appointment dialog box opens, click **Accept**.
7. Click the **Update** button located on the main screen. If you navigate back to your calendar by clicking the toolbar’s **Calendar** icon, the appointment appears.

Help Options Logout

#### Help

Click the **Help icon** to view a complete listing of help topics. Help contains Step-by-step instructions for using all the features available in GroupWise.

#### Options (Includes Changing Password)

Two of the options available to you are to change your password or add a signature.

**Password:** To change your password, after clicking the **Options icon**, click **Password**. Type in your old password, type in your new password and then confirm your new password by typing it a second time.

**Signature:** To add a signature to your messages, from within Options, click **Signature**. Select Activate signature, type in your signature, and choose whether or not you want to be prompted to add your signature with every message.

#### **Exit**

When you have finished using GroupWise, click the **Exit icon**. This will properly close your account and help prevent possible corruption. This will also prevent anyone who may use the browser after you from accessing your account.

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### **C. Policy Notes**

**Storage** All mail is stored on the GroupWise server. In order to manage disk space, **messages over 180 days will be deleted**. If you wish to save a message for more than 180 days, print it out or forward it to other e-mail accounts.

Example: hotmail, yahoo, gmail, etc.

**Automatic log-off and the Update feature** If you are logged into your Groupwise account and have not sent, clicked on Update, or opened an item for **30 minutes**, the system will assume that you are no longer using it and will automatically log you off. If you are composing a long message and you get logged off, you will lose that message. It is a good idea to occasionally click the **Update** link located above the subject header in your mailbox when composing a long message. Clicking **Update** will tell the system that you are still active and prevent you from getting logged off.

**Attachment blocking** Certain types of attachments that are received from the Internet will be blocked before they reach your mailbox. This is done to prevent large attachments from bogging down the server and slowing the network down for everyone. It also prevents the possible receipt of attachments that can contain destructive viruses.

### **D. Lost or forgotten passwords**

If you lose or forget your password an IT staff member can reset it for you. Visit Janis Moore, Chu Vang, Thai Xiong, Dan Prill or BJ Carl or send one of them email:

[jmoore@nwhealth.edu](mailto:jmoore@nwhealth.edu), [cvang@nwhealth.edu](mailto:cvang@nwhealth.edu), [txiong@nwhealth.edu](mailto:txiong@nwhealth.edu),  
[dprill@nwhealth.edu](mailto:dprill@nwhealth.edu) or [bjcarl@nwhealth.edu](mailto:bjcarl@nwhealth.edu)

## II. eNorthwestern: Student Web Information System

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### How do I log in?

To access the system, from any computer with an internet connection, go to Northwestern's home page ([www.nwhealth.edu](http://www.nwhealth.edu)) and click the eNORTHWESTERN link located in the top right portion of the screen. Select Student. A dialog box will appear requesting a username and password.

*Initially, your password has been set to be your student id number.* For example if your ID # is 312345 your initial password would be 312345. **Because your initial password (your student id number) is not secure, the first time you login to eNorthwestern a page will display prompting you to change your password.** Follow the directions on the screen to change your password. It is a good idea to create passwords that are a mixture of letters and numbers, for example "for2itous" ("fortuitious"). Passwords can be up to 8 characters in length. If you loose your password, an Information Technology staff member located in room 24 can reset it for you.

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### How do I log off?

If you access the system from a computer at NWHSU, **make sure that you log off the system by closing the web browser** at the end of the session. Moving to another web site will not end your session.

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### What does eNorthwestern do for me?

Using eNorthwestern you will be able to view your:

- Biographical information
- Class schedule
- Term grades
- Academic record
- Current class assignment grades
- Course catalog
- Student directory
- Moodle

In addition, you will be able to:

- Project your GPA
  - Track academic progress (**Chiropractic students only**)
  - Change your password
  - View financial aid information
- 

### How do I use the system?

The system is web-based, fairly intuitive and self-directed. Use the buttons and directions on the screens to find your information.

If you have comments or suggestions, feel free to email Doug Cran at [dcran@nwhealth.edu](mailto:dcran@nwhealth.edu) or use the email link from the student main menu page. We hope that this tool helps you accomplish your academic goals.

#### **What do I do if I forget my password?**

If you forget or lose your password, visit an IT staff member in room 24 or 25 or send an email to [Information Technology@nwhealth.edu](mailto:Information Technology@nwhealth.edu).

### **III. Password access to web-based class notes**

Some areas of the NWHSU web site, for example some class notes, are password protected. When you try to access these secure pages you will be prompted for a username and password. See the password sheet for your password information. If you lose or forget your password visit an IT staff member in room 24 or 25 or contact [dcran@nwhealth.edu](mailto:dcran@nwhealth.edu) for assistance.

### **IV. On-campus computing**

Computers for school related activities are available to students on campus in the library and in room 25. Check this web page for hours: <http://www.nwhealth.edu/it/students/labs.html>.

Wireless network access is available to students in common areas on campus. In order to use the wireless network you must login with your GroupWise (e-mail) user name and password.

### **V. Home Internet Access**

Home Internet access is available. Additional information about this service will be provided during New Student Orientation.

### **VI. PC Purchase Plan**

Federal loan money is available for MCAOM and Chiropractic students; non-federal loan money is available for Massage Therapy students. Northwestern Health Sciences University students who wish to purchase a computer system using Federal Financial Aid loan money must initially purchase the system using their own funds, i.e., cash, check or credit card. To receive reimbursement, students **MUST** remit their sales acknowledgment and 'Request For Budget Adjustment' to the Financial Aid Office. Northwestern's Financial Aid office will then review this request for processing **This is a one time only purchase while attending NWHSU**. Contact the Financial Aid office for reimbursement schedule information.

**Note:** It is University policy that the use of financial aid be restricted to the purchase of a personal computer appropriate for educational purposes.

#### ***Minimum Hardware/Software Requirements:***

- Pentium 4, 1.2 GHz or faster CPU
- 512 MB RAM or better
- 20 GB or larger hard drive
- 15" or larger monitor
- Windows 2000 or XP
- Microsoft Office
- 56K modem
- Inkjet printer (optional)

Students may borrow up to \$1800 toward the purchase of a computer system meeting the above minimum requirements. If included, digital cameras, additional software, and other peripherals not necessary for current NWHSU educational and required curriculum use must be purchased with the student's personal funds.

There is still an origination fee and disbursement schedule that must be adhered to when processing loans. If you have any questions, please contact a Financial Aid representative in Student Records and Financial Services.

## **VII. Network drive storage space**

Network drive storage space is available for saving computer files. Having your own personal storage space will allow you to access files from any computer in the library or room 25 computer lab or from home using a web browser if you have internet access. Anyone who requests network access will be given 20 MB of space on the network - the equivalent of 14 floppy disks. Contact Dan Prill at [dprill@nwhealth.edu](mailto:dprill@nwhealth.edu) for additional information. To request network drive storage space use the link on the NWHSU IT web site <http://www.nwhealth.edu/it/index.html> or use the link in eNorthwestern to fill-out an online request form.