

## Customizing Connections

### Tabs & Columns

Information in Connections is organized in tabs. There are two types of tabs, traditional and framed. Traditional is the default, information arranged in channels. A framed tab is a single web page presented in a tab.

Your **default tabs** are “My Connections”, “Student” and “Tutorial”. You can rename or move these default tabs, but cannot delete them.

**To make changes you will need to click on “Content/Layout” from within Connections**

**To add a tab**, click “**Add Tab**”.

**To remove a tab**, click on the tab you wish to remove then click “**Delete This Tab**”

**To rename a tab**, click the tab you wish to rename then type in a new name next to “**Rename the tab**” then click the “**Rename**” button

You can also **change which is your default** tab (the one that appears first when you login to Connections) by clicking on that tab when you are in “**Content/Layout**” then clicking “**Make this the default ‘Active Tab**”.

You can add, remove, resize or move columns in each tab.

**To resize a column**, click on the “**Select Column**” button at the top of the column, then change the widths (in pixels) and click “**Save Widths**”

**To move a column**, click the right or left facing arrows next to “**Select Column**”

**To delete a column**, click on the “**Select Column**” button at the top of the column then click on “**Delete this Column**”

**To add a column**, click on the “**Add Column**” button, then choose what percentage of the tab it should occupy, then click “**Submit**”

**Any column changes will not appear until you log out and log in again.**

### Channels

A channel in Connections is a preexisting group of information organized into a box which you can add/remove/move. When you first logon to Connections you will see Campus Announcements, this is a channel.

To add a new channel:

1. Go to “**Content/Layout**” from within Connections
2. Click the tab on which you want the channel to appear
3. Click the “**Add Channel**” button in the location you wish the channel to appear
4. Select a Category by clicking on it then click “**Go**”
5. Select a Channel by clicking on it then click “**Add Channel**”
6. A Channel Settings screen may appear for some channels where you can change the size of the channel, if so, change to your desired size then click “**Finished**”

## Where Do I Get Help?

Frequently asked questions, training information and tutorial links for Connections can be found on the Help Desk website at <http://www.webster.edu/helpdesk/>. From there, click on “Connections”.

You may also call or email the Help Desk using the contact information listed below.

Resident students can contact the ResTech center to schedule a one-on-one appointment for special help with the Connections system. To contact ResTech call extension 5995 or email [restech@webster.edu](mailto:restech@webster.edu)

### WEBSTER UNIVERSITY HELP DESK

314-968-5995

1-866-435-7270

[support@webster.edu](mailto:support@webster.edu)

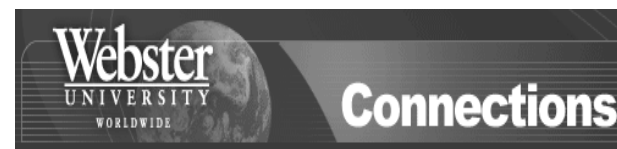
<http://www.webster.edu/helpdesk>

Monday-Thursday 7:00am - 9:00pm

Friday 7:00am - 7:00pm

Saturday & Sunday 9:00am - 6:00pm

All hours are in Central Standard Time



**Course Tools!**

*E-Mail!*

**Student  
Connections  
Information**

<http://connections.webster.edu>

**Student Groups!**

*Calendar!*

# WEBSTER CONNECTIONS

## ABOUT CONNECTIONS

Connections is a "web portal;" which will offer a single point of entry to all of Webster's electronic services.

**The use of Connections is required** for all Webster students. Instructors, the business office, financial aid and other Webster departments will communicate with you through Connections.

### **Connections Features**

#### E-MAIL

Connections provides a Web-based e-mail application that you can use to send and receive messages and maintain an address book of online contacts.

To access your e-mail account, click the Mail icon within Connections.

#### CALENDAR

Connections provides a Web-based calendar application that you can use to create and manage personal calendars, access course calendars to view information added by course instructors, and access calendars for any online groups that you have joined.

To access the calendar, click the Calendar icon within Connections.

#### COURSE TOOLS

Most instructors use Connections Course Tools for their classes. Features include: Sharing of Internet links, news articles, photos and files, message boards and a chat tool.

To access a course homepage, click on your **Student** tab then click on **My Courses**. Here you will see a list of all courses you are enrolled in for the current term. Click on a course to go to that course homepage.

#### GROUPS

Many student organizations have Connections Groups. To view what groups are available, click on the Groups icon within Connections then click on the Groups Index tab. Groups are organized into categories which you can browse.

Once you join a group, click on the Groups icon to see the links to your groups. Click on the group name from within the **My Groups** tab to go to your group homepage.

## **SETTING UP YOUR CONNECTIONS ACCOUNT**

**You will need the following information:**

- **7 digit Webster Identification Number**
- **E-Mail Password OR Online Registration password**

1. Open your Internet Browser and go to  
<http://connections.webster.edu/myaccount>
2. Click on the button titled "**Create a New Account**"
3. Enter your 7 digit identification number or Social Security Number.

**Note:** Your 7 digit Webster ID can be found on all official communications from Webster, including your account statement and registration papers

4. Click "**Submit**"
5. If the account is new, click on "**Set Up My Account**"  
You will be asked to enter a password to one of your Webster systems (E-mail, Online Registration or Advising/Grade Entry).
6. Enter one of these passwords in the Password field.
7. Click the radio button next to the system this password accesses.
8. Click "**Submit**"

**Note Regarding Online Registration Password:** This password is sent to you in a letter from the Registrar's office after you register for classes for the first time. If you do not have this password you can request a reset password by going to <http://www.webster.edu/registration.html> and clicking on "Reset Password". Due to privacy and security concerns, we are unable to provide password information via e-mail, fax or telephone. Your password will be mailed to you through the U.S. mail system.

After providing either your e-mail sign on or your Registration / Advising & Grade Entry sign on, you will see a screen with a statement about Connections.

9. Read the statement, and click "**Continue**"
10. At this point you will select two secret questions.

You will customize these questions on the next screen.

**Note:** These questions are used in the event that you ever forget your password; you will be able to go to <http://connections.webster.edu/myaccount>, click on "I've Forgotten My ID or Password", answer your secret questions and be allowed to reset your password. You must choose two and only two questions on this screen.

11. Click the checkbox next to **two questions** and click "**Continue**"

On this screen you will customize your questions and provide the answers for your secret questions.

12. Fill out the blanks with your answers and click "**Save Answers & Continue**"

You will then be asked to make sure everything is correct before you continue. Please make sure that you have chosen questions and answers that are secure and that you will remember.

13. If everything looks correct, click "**Submit**"
14. Now you will need to create a new password for your Connections account.

**Passwords must be:**

- Between 6 and 14 characters long
- The first 6 characters **MUST** contain **at least two letters and one number**
- May not contain a word found in the dictionary, this includes partial words that match dictionary words (example: mendaus contains the word men and would not be acceptable)

15. Type in your password.
16. Type the password in again to verify.
17. Click "**Submit**"

Once you pick an acceptable password, you will see a confirmation screen.

18. Click on the link to <http://connections.webster.edu/> to go directly to Connections or "**Log Out**" and then close that screen.