

Single Sign On Has Arrived at Webster University

To: Webster University Faculty
From: Webster University Information Technology
Date: Monday, September 15, 2008
Subject: Online Advising & Grade Entry Integrated into Connections

We are pleased to announce that as of Wednesday, September 17, 2008 you will have one less username and password to remember. Online Advising & Grade Entry has been integrated into the Connections portal.

To access these services log on to Connection (<http://connections.webster.edu>) with your Connections username and password. Once logged on, locate the “**Faculty/Staff Academic Services**” channel on your “**Faculty**” tab and click the link. For security purposes, you will then be asked to enter your Connections username and password once again. Once you have done so, you will be logged into the Advising and Grade Entry site. Once logged in, proceed as you normally would. Nothing about the advising and grade entry application has changed, only the way you log in.

If you have forgotten your Connections username and password you may reset it by going to <http://connections.webster.edu> and clicking on “I’ve Forgotten my Username or Password”.

For STAFF who need to access advising and grade entry services, please go to http://www.webster.edutechnology/adding_sso_channel.shtml for information on how to add the Academic Services Channel to your Connections account. This change does not affect the desktop version of the CARS/CX application; the username and password for that application remain the same and separate from your Connections account.

If you never had a Connections account, please contact the Help Desk at 866-435-7270.

For more information on Connections, please visit <http://www.webster.edu/technology/faculty/connections>

For more information on Single Sign On please visit <http://www.webster.edu/technology/sso.shtml>

Faculty Single Sign-on FAQ

Q: I've been using the Faculty/Advising application but I've never used Connections. What do I need to do?

A: You need setup your Connection account. You can do this by calling the Help Desk at 866-435-7270 and asking for a Connections activation code to setup your account. They will ask you questions to verify your identity, then give you the code and walk you through the setup process on the phone. Once you have your account setup you may then login.

Q: How do I logon?

A: Go to <http://connections.webster.edu> and logon with your Connection username and password. Locate the **Academic Services** channel located on your **Faculty** tab. Click on **Faculty Services** and then re-enter **your Connections username and password**. You will then be logged on to the Faculty Advising and Grade Entry application. Nothing about the application has changed, only how you logon.

Q: How do I get my Connections username and password?

A: After you are hired by Webster you will receive a letter in the mail with a temporary password. Take this password and go to <http://connections.webster.edu> and click on "My Connections Account Settings" then click on "Create New Account". From there, follow the instructions to setup your account.

Q: How do I reset my Connections password?

A: Go to <http://connections.webster.edu> and click on "I've forgotten my username or password"

Q: I'm having problems setting up my Connections account or resetting my password, what do I do?

A: Call the Help Desk at 866-435-7270

Q: I'm getting a message that my account has expired when I try to logon to Connections, why?

A: If you have not logged on to your Connections account in 12 months or more your account will expire due to inactivity. Call the Help Desk at 866-435-7270 to get your account re-activated.

Q: Where can I find more information about Connections?

A: Go to <http://www.webster.edu/helpdesk/faculty/connections>

Q: Do I have to go through Connections?

A: Yes. You must now access Faculty Advising and Grade Entry through Connections. You will use your Connections username and password to access this information.

Q: What can I now access in Connections?

- A:**
- Access your Webster email
 - Access & participate online groups
 - Access online courses
 - Read important announcements
 - Enter student grades
 - View student degree audit
 - Access personal and group calendars
 - Add tabs and channels to make Connections a centralized point of information for your Webster life