



# TECHNOLOGY HELP SHEET

## **STUDENT EMAIL** THE OFFICIAL MEANS OF COMMUNICATION TO ALL ANDREW COLLEGE STUDENTS.

Go to [www.gmail.com](http://www.gmail.com) - Then click Sign In.

Your username is your full email address

[student4567@andrewcollege.edu](mailto:student4567@andrewcollege.edu)

(email address is your last name and last four of their student ID).

Your password is your student ID followed by the first letter of your last name capitalized. (ex. 1234567G)

Click accept on the next page for the security agreement from Google. Then it will ask you to change your password. You can change it to whatever you want using - Googles guidelines.

## **EMPOWER**

**EMPOWER (CHECK YOUR FINANCIAL AID, SCHEDULE, GRADES, ETC.)**

Accessing Empower:

Alternative #1

Go to the Andrew College website ([www.andrewcollege.edu](http://www.andrewcollege.edu))

Click on the Menu tab - Then click on the quick links tab below.

Click on Empower

Alternative #2

Go to <https://andr.empower-xl.com/fusebox.cfm>

User name: last name + last four of student ID (ex. student4567)

Initial password: student ID + the first letter of your last name capitalized (ex. 123467G)

(It is highly encouraged to change your password for security reasons. Your user name will remain the same)

## **MOODLE**

**THE ANDREW COLLEGE LEARNING PLATFORM FOR MOST ONLINE COURSES.**

Go to the Andrew College website ([www.andrewcollege.edu](http://www.andrewcollege.edu))

Click on the Menu tab - Then click on the quick links tab below.

User name: last name + last four of student ID (ex. student4567)

Initial password: student ID + the first letter of your last name capitalized (ex. 123467G)

## **CANVAS**

**THE ANDREW COLLEGE ONLINE LEARNING PLATFORM FOR A LIMITED NUMBER OF COURSES.**

Go to the Canvas website here:

<https://virtualcampus.instructure.com/login/canvas>

username: Last name + last four of student ID (ex. student4567)

password: student ID + the first letter of your last name capitalized (ex. 123467G)



**CHECK THE SEMESTER COURSE SCHEDULE TO DETERMINE IF A COURSE IS CANVAS OR MOODLE.**