



Welcome to the Department of Educational Organization & Leadership
Special Notices for Off-Campus & Online Students
Fall 2009-Summer 2010 Academic Year

Note – Please notice that some of these links are for secure sites and thus begin with <https://>. If you type a secure URL into your browser, make sure to include the “s” if it’s in the URL.

NetID Claiming Website Information – In order to access almost any services at the University, you will need three things: 1) your NetID, 2) your Bluestem (aka Enterprise) password, and 3) your AD (active directory) password. **PLEASE** go through the “Passwords” tutorial at http://education.illinois.edu/online/studentorientation/2_password.html before attempting to claim your NetID and passwords. (NOTE: We *strongly* urge all new students to complete the whole student tutorial at <http://education.illinois.edu/online/studentorientation/>.) Visit the **NetID Web Site** <http://netidclaim.uiuc.edu> to claim your Illinois NetID and create your NetID password. But Claiming your NetID and AD password will enable you to also create your Enterprise ID and password (admitted students only) and activate your Illinois email account (degree and non-degree students). Both the NetID and password and Enterprise ID and password are needed to access campus systems. [PLEASE NOTE: Technically your NetID and Enterprise ID are two separate items. However, CITES recommends that all new students use their NetID as their Enterprise ID. So for all practical purposes, they are one in the same.] The NetID and password will grant you access to course templates, Bluestem protected web pages, VPN services, and other systems. An Enterprise ID and password is needed to access the online Student Self-Service system which includes the registration forms that you will use to enroll in course sections each term (admitted students only). You can find further information in the **CITES “Guide to Passwords”** at <http://www.cites.illinois.edu/passwords/>. If you have already received your UIN, NetID, and password as a non-degree seeking student, there is no need to complete this process again.

Testing Your NetID and AD Password – There is a real simple test. Open your browser and type “netfiles.uiuc.edu” in the address line. No “www”, no “http://”, no quotation marks, just **netfiles.uiuc.edu**. A Web page will open. Try to log in using your NetID and AD password (the one you use to access your Illinois email account). If you can log in OK, then your password is fine. If you can’t, then you’ll need to reclaim your password.

Degree Seeking Student Registration Information – <https://apps.uillinois.edu/selfservice/> is the link where all ADMITTED degree-seeking students in a program will register. Students will need to establish their ENTERPRISE ID (different than your NetID) to log into the system to register, check student account information, etc.

Graduate College Handbook – <http://www.grad.uiuc.edu/gradhandbook/>

College of Education Graduate Handbook – <http://education.illinois.edu/saao/handbooks/GHandbook.html>



Textbooks – You may purchase your textbooks from any resource available to you. However, it is incumbent upon you to have the correct text by the required time. Current course textbooks should always be listed with the Illini Union Bookstore, <http://uofibookstore.illinois.edu/default.asp>. The Buy Textbooks feature is on their front page. The first thing you need to do to search by course is to “select a campus term.” *Make sure* you select an Academic Outreach term. From that point on, the process is quite intuitive. You are **not** required to purchase your textbooks from the Illini Union Bookstore. It is, however, the place to get the correct information about which textbooks are required for which classes. This is especially important when dealing with textbooks for which there are multiple editions available. But you are free to purchase from any supplier you wish.

Email Redirect Policy – Please be advised that all **email communications** (this includes information from departments, instructors, Office of Accounts Receivable, Office of Admissions and Records, Academic Outreach staff, etc.) to University of Illinois students will be sent to the student’s NetID@illinois.edu email address as specified in the University’s Electronic Directory, found at <http://www.uiuc.edu/ricker/PH>. You must redirect your Illinois email address to your personal email address if you do not wish to use your Illinois email address. For most students, this address is set to your CITES express email account. If you wish to redirect your NetID@uiuc.edu email address elsewhere, you may edit your Electronic Directory entry at <http://ede.cites.uiuc.edu>. You must know your NetID and NetID password to do this. If you do not know your NetID password, you must contact CITES account services at (217) 333-6760 to have it reset.

University of Illinois E-billing – The University of Illinois is implementing an electronic billing (E-Bill) program for students. Each month, all UI students will receive an email notification to their official University email account, stating that their E-Bill is available. You may read more information about e-billing at <https://epay.uillinois.edu/ebills.html> or at <http://www.obfs.uillinois.edu/osac/students/index.html>

Accessing Your E-Bill to Make a Payment –To access your E-Bill, please logon to the UI-Integrate Self-Service site at <https://apps.uillinois.edu/selfservice/index.html>, and complete the following steps:

- Select "Account Billing Information."
- Select the "E-Bill" link, which will connect you to UI-Pay.
- Select the appropriate link from the menu beneath your name and UIN.

You can also access your account information by going to the University Student Financial Services & Cashier Operations (USFSCO) site at <http://www.usfSCO.uillinois.edu/index.html>. There are a number of choices you may make centered around financial dealings with the University. There is even a link to the UI-Integrate Self-Service site.

Tuition and Fee Payments Questions – For information or questions about all types of accepted payment methods, please contact USFSCO by email at usfSCOhelp@uillinois.edu or by phone at 217.333.2180.

Address Information – All students (except those registering in non-credit courses only) **must** use the University’s new UI-Integrate, Web for Students Self-Service System at <https://ui-integrate.apps.uillinois.edu> to update their mailing and email addresses, phone numbers, and other personal information. This is applicable for



non-degree students as well, even though their course registration process is through the Academic Outreach Online Registration System. To access this system, students need an Enterprise ID and password. Directions for obtaining your Enterprise ID and password are accessible from the above URL. Please note that address information listed in UI-Integrate will be the **only** address used by University of Illinois staff to contact students. Therefore, it is imperative that your personal information remains current.

Driving Directions and Maps to Site-Based Course Locations – This information may be found on the Academic Outreach website under student services at <http://www.continuinged.uiuc.edu/oce-sites/outreach/sites.cfm>

Off-Campus Library Services – Academic Outreach Library Services provides information services and resources to students and faculty engaged in off-campus and distance education courses offered through the University of Illinois at Urbana-Champaign, Office of Continuing Education, and Academic Outreach. Library Services is committed to providing its users with the resources and services that are essential for their academic needs, regardless of distance or location. Please contact the off-campus library staff via email at xlibrary@uiuc.edu or by phone at 1.800.252.1360 or 217.333.3773.

Photoless Illinois ID Cards – The photoless I-card, your University of Illinois identification card, allows you to borrow material from the Illinois library and the statewide ILCSSO member libraries. Please visit this link <https://www-s.continuinged.uiuc.edu/ao/library/iCard.cfm> if you would like a card issued to you.

Career Services Information – Students may locate information on internships and jobs through the many career services offices located on the Illinois campus.

Questions?

contact:

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