WebbConnect User Guide for Students

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Important Notes Concerning WebbConnect:

1. WebbConnect will not perform correctly in Internet Explorer 7. The approved browsers for WebbConnect are: Internet Explorer 8 & 9; Google Chrome 11,12,13,14,15; Mozilla Firefox 6 or above; and Safari 5 or above.

2. Most of the links on the left side navigation do not work on an iPad/Mac. We launched the portal anyway and are waiting on the support team to resolve this. Please use the menu at the top titled iOS Access for iPad/Mac.

3. The mobile version for iPhones, etc. does work for the master calendar and for Gardner-Webb news, however we have not completed the full mobile version which provides true apps. This is planned for a later phase of implementation.

4. Our current recommendation is to use the portal with a desktop or laptop. <h2>Technology Services is open Monday - Friday from 8 am until 5 pm. Please call 704-406-4647 if you are having any trouble with WebbConnect.

How to log into WebbConnect:

1. Open the internet browser of your choice (Internet Explorer, Mozilla Firefox, Safari).

2. Type the following into the address: http://webbconnect.gardner-webb.edu to get the WebbConnect login page or click this link on the Gardner-Webb homepage.

4. Click the LOGIN button.

5. You will now see two areas of navigation within WebbConnect. The left side is called the QuickLaunch Navigation area and the black bar is the top menu navigation area.
6. You will also see the Announcements Portlet, Gardner-Webb University Main Calendar Portlet, and an RSS News Feed Portlet for Gardner-Webb News.
How to get to Gardner-Webb email in WebbConnect:

1. On the QuickLaunch navigation to the left click on the LaunchPad.

2. Click on the mail icon for GWU Email. (this will open your outlook email in another tab or window)

3. You will now be able to switch between tabs or windows to get to WebbConnect and GWU email.

4. Click sign out and then click the X on the tab or window for your email to close GWU email.
How to get to BlackBoard in WebbConnect:

1. On the QuickLaunch navigation to the left click on the LaunchPad.

2. Click on the BlackBoard icon (Bb). (this will open your BlackBoard in another tab or window)

3. You will now be able to switch between tabs or windows to get to WebbConnect and BlackBoard.

4. Click Logout and then click the X on the tab or window for your email to close BlackBoard.
How to use the left side QuickLaunch Navigation:

1. The left side QuickLaunch navigation is configured within folders that contain links to banner services.
2. From the WebbConnect home page click on a folder in the left side QuickLaunch to expand the folder and see the links.

3. Now click on the desired link and you will see the banner function displayed in the window on the right side replacing the Announcements, Calendar, and News portlets.

4. Click the Home tab on the top menu navigation to return to the WebbConnect home page or click another folder and link. You can find a listing of the links in alphabetical order below with their QuickLaunch folder on the right side.
Payment Plan Information:

1. Go to the Gardner-Webb home page: [www.gardner-webb.edu](http://www.gardner-webb.edu)
2. Click on WebbConnect in the upper right-hand corner.
3. On the right Login box, enter your GWU username and password. Click Login.
4. On the QuickLaunch Navigation to the left click on Student Account.
5. Click on the link Online Bill.
6. Select the appropriate term and click the Accept and Go To Online Bill button. Scroll to the bottom of the Online Bill.

7. Click on Use a Payment Plan button.
8. You should now see a list of payment options.
9. Use the buttons at the bottom to make your desired selection.
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How to Check your Dimensions:

1. Go to the Gardner-Webb home page: www.gardner-webb.edu
2. Click on WebbConnect in the upper right-hand corner.
3. On the right Login box, enter your GWU username and password. Click Login.

4. On the QuickLaunch Navigation to the left click on Academic Information.

5. Click on the link Dimensions Attendance.
6. Select the appropriate term and click Submit button.

7. You will see in the window on the right the details of your Dimensions Attendance.
How to access the Academic Catalogs:
1. On the QuickLaunch Navigation to the left click on Registration.

1. Click on the link Academic Catalogs

2. This link opens in a new window or tab and shows the Academic Catalogs page from the Office of the Registrar.
3. You will now see the listing of links for each of the Academic Catalogs.
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How to Add/Drop Classes:
1. Go to the Gardner-Webb home page: www.gardner-webb.edu
2. Click on WebbConnect in the upper right-hand corner.
3. On the right Login box, enter your GWU username and password. Click Login.

4. On the QuickLaunch Navigation to the left click on Registration.

5. Click on the link Add/Drop Classes.
6. Select the appropriate term and click Submit button.

7. Enter your Registration PIN and click Submit button.
8. You should now see your current Class list.
9. Click the dropdown under the Action column beside the class to Drop via Web.
10. Click in the CRN field under Add Classes Worksheet and click Submit Changes to add a class.
How to Find Textbooks & Course Materials:

1. Go to the Gardner-Webb home page: www.gardner-webb.edu
2. Click on WebbConnect in the upper right-hand corner.
3. On the right Login box, enter your GWU username and password. Click Login.
4. On the QuickLaunch Navigation to the left click on Registration.
5. Click on the link Find Textbooks & Course Materials – this will open in a new window.
6. Click on Student Detail Schedule to see the registered courses and use this information to complete question on the Find Textbooks & Course Materials webpage.

7. Click Go on the newly opened webpage.
8. Answer the questions using the information showing for Student Detail Schedule on the tab or window with WebbConnect.
9. Click the Submit button.
10. The system should now be showing your Textbooks & Course Materials for the course you selected.
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How to Withdraw:

1. Go to the Gardner-Webb home page: www.gardner-webb.edu
2. Click on WebbConnect in the upper right-hand corner.
3. On the right Login box, enter your GWU username and password. Click Login.

4. On the QuickLaunch Navigation to the left click on Registration.

5. Click on the link Withdrawal Information.
6. The Office of the Registrar Withdraws page will open in a new tab or window.
Where is it????????

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- What is my Gardner-Webb ID
- View Campus Address
- View Address & Phone
- Update Email Addresses
- Name Change Information
- SSN Change Information
- Opt in for Emergency Texting
- Address Change Form
- Optional Pin Election Form
- Student Forwarding Address
- Student Trip Release Waiver

**Financial Aid**
- E-Award
- Email Financial Planning
- Eligibility & Requirements

**Student Account**
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- Online Bill
- Account Summary
- Tax Notification (1098)
- Direct Deposit Refund Agreement
- View Holds
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- View Holds
- Final Grades
- Academic Transcripts
- Degree Evaluation
- Graduation Application Coversheet
- Dimensions Attendance
- Answer Survey / Class Evaluation

**Housing-Meals-Vehicle**
- View my Housing Assignment
- Residence Life Check-in
- Meal Plan View/Change
- Online Housing/Commuting Application and Deposit
- Register a Vehicle

**Advising**
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**Registration**
- Dynamic Catalog
- Check your Registration Status
- Add/Drop Classes
- Lookup Classes to Add
- Student Detail Schedule
- Withdrawal Information
- Show my Class Schedule
- Letter of Enrollment
- Academic Catalogs
- Find Textbooks & Course Materials

**Academic Support**
- Writing Center Appointment Scheduler
- Peer Tutoring Appointment Scheduler