

# ***COLLEGIATE CONNECTION***

***Join the Herd: Become a Mastodon!***



**PURDUE**  
UNIVERSITY

**FORT WAYNE**

# *Introductions*

## **Collegiate Connection Staff**

- **Collegiate Connection Director**

- Jonathan Baker



- **Coordinators**

- Jackie Murray





*Go PFW Set-Up*



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# Go PFW

- [GoPFW \(Link\)](#)
  - This account is your go to account for all things PFW
    - Paying your bill, academic supports, library etc.
- **New Tiled Look**
  - Each tile contains links to the various resources and tools that you need to access (paying your bill etc.)
  - Tiles with a padlock in the upper right hand corner are locked for your convenience by PFW
    - These tiles will be some of the most useful for you
    - Other tiles can be added, removed, and shifted as you deem necessary
- **Before Activation**
  - You will need your 900# or your PUID (found on your acceptance email that was sent to the address on your application)
    - If you cannot find it, call the Collegiate Connection Office and we can help
  - You will also need to download DUO Authenticator on your phone for IT security purposes



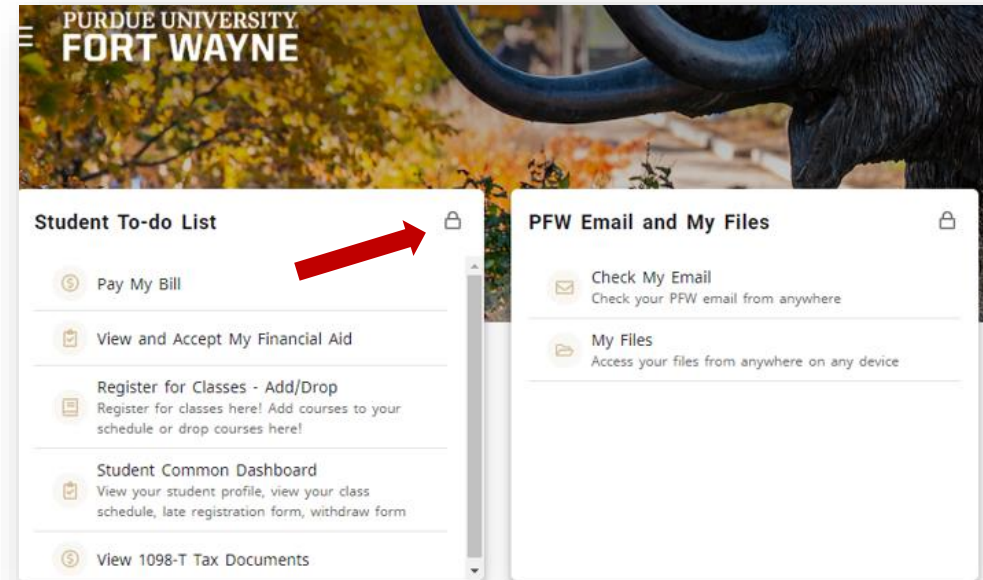
## Here for your tech needs.

Purdue IT manages many aspects of technology across the Purdue Fort Wayne campus, including accounts, email, networking, computer hardware, software. We also offer support for all these services through Knowledge Base, our Help Desk, and in-person training.



### PFW IT Services

- ❖ Phone: 260-481-6030
  - ❖ Email: [helpdesk@pfw.edu](mailto:helpdesk@pfw.edu)
  - ❖ Ticket Service: [Submit a Ticket](#)
- ### Collegiate Connection
- ❖ Phone: 260-481-0748



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# *SETTING UP YOUR GOPFW*

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# Go PFW (Getting Set Up)

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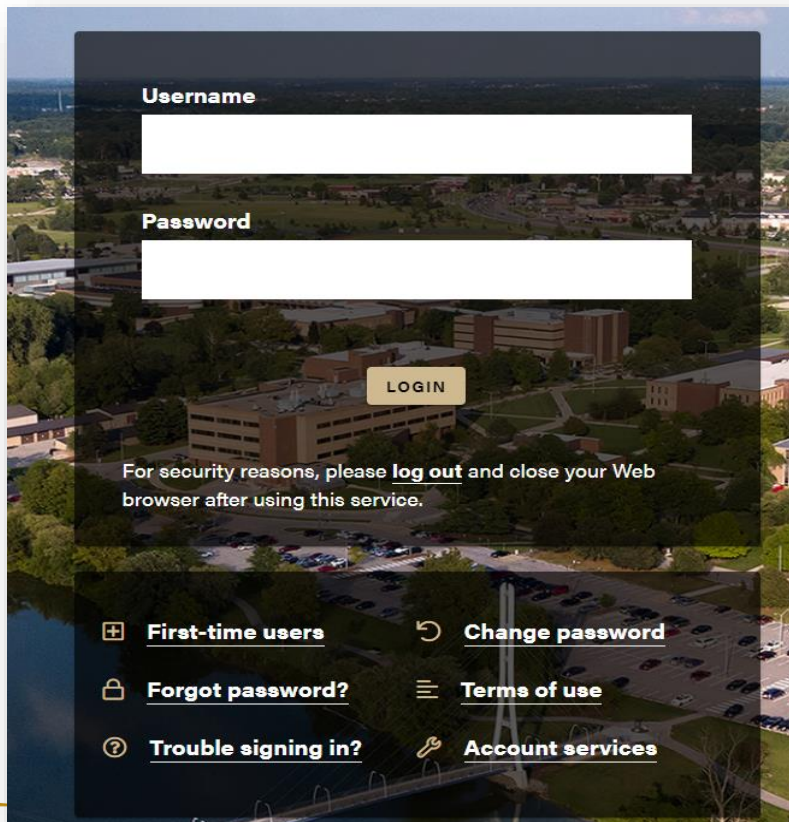
## ■ [GoPFW](#) (Link)

### ■ Steps to Activate

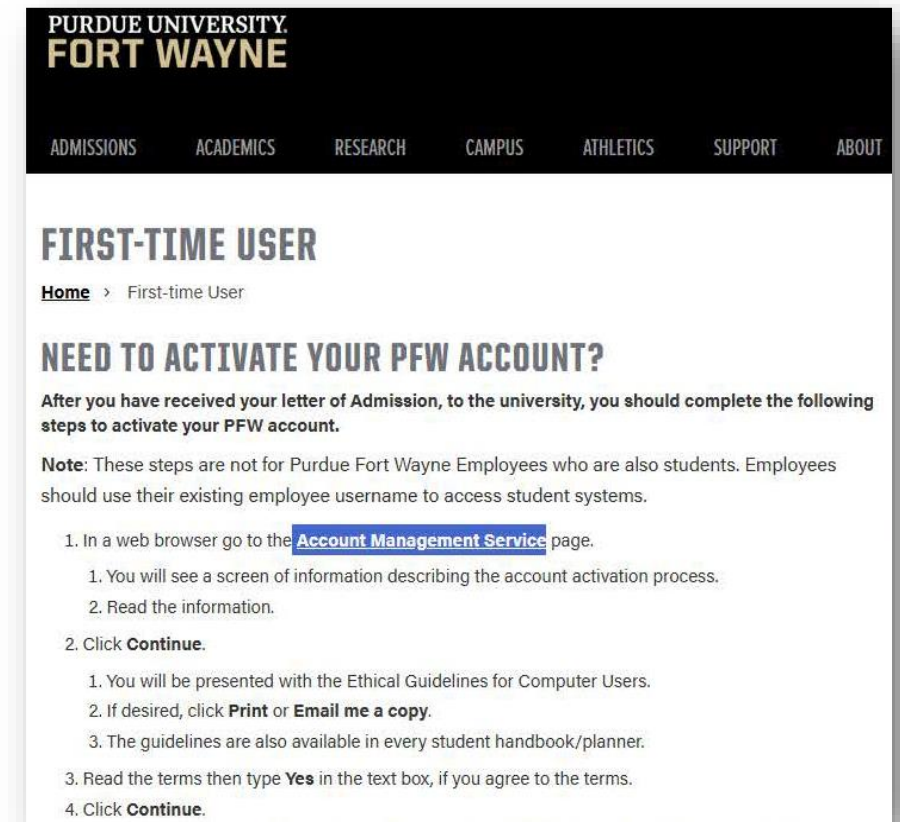
1. To set-up your GoPFW account start by going to the [Account Management Service](#) (Link) directly

or

2. Go to [go.pfw.edu](http://go.pfw.edu) (Link) click on First Time Users then Account Management Service



A screenshot of the GoPFW login page. It features a dark background with a cityscape image. There are two white input fields for 'Username' and 'Password'. Below them is a yellow 'LOGIN' button. A security notice reads: 'For security reasons, please log out and close your Web browser after using this service.' At the bottom, there are links for 'First-time users', 'Forgot password?', 'Trouble signing in?', 'Change password', 'Terms of use', and 'Account services'.



A screenshot of the 'FIRST-TIME USER' page on the Purdue University Fort Wayne website. The page has a black header with the university name and a navigation bar with links for ADMISSIONS, ACADEMICS, RESEARCH, CAMPUS, ATHLETICS, SUPPORT, and ABOUT. The main content area is white and titled 'FIRST-TIME USER'. It includes a breadcrumb trail 'Home > First-time User' and a section titled 'NEED TO ACTIVATE YOUR PFW ACCOUNT?'. Below this, it states: 'After you have received your letter of Admission, to the university, you should complete the following steps to activate your PFW account.' A note follows: 'Note: These steps are not for Purdue Fort Wayne Employees who are also students. Employees should use their existing employee username to access student systems.' The steps are listed as follows: 1. In a web browser go to the [Account Management Service](#) page. 1. You will see a screen of information describing the account activation process. 2. Read the information. 2. Click **Continue**. 1. You will be presented with the Ethical Guidelines for Computer Users. 2. If desired, click **Print** or **Email me a copy**. 3. The guidelines are also available in every student handbook/planner. 3. Read the terms then type **Yes** in the text box, if you agree to the terms. 4. Click **Continue**.



## Account Activation

### Account Activation

Activation of an account by anyone other than the account holder, including a student's parent, partner, or other relative, is a violation of the [Ethical Guidelines for Purdue Fort Wayne Information Technology \(IT\) Users](#) and [FERPA](#), a Federal law that protects the privacy of student education records, and other university policies.

Activate your account to get access to:

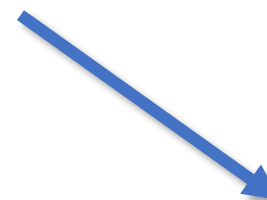
- goPFW
- E-mail, the official means of correspondence at Purdue Fort Wayne
- Campus wireless
- Campus printing
- Online course work
- Campus computers
- Online file storage

To activate your account you must:

- Know your birth date
- Know your 9-digit Purdue Fort Wayne ID number OR the last 4 digits of your Social Security Number

This process may take 10-15 minutes to complete.

**!! Click Continue !!**



CONTINUE

CANCEL

# Go PFW (Getting Set Up)

- GoPFW (Link)

- Steps to Activate (Continued...)

2. Read through the Ethical Guidelines and type “Yes”, then click Continue (*seen on next 2 slides*)
3. Next slide enter your last name, birth date, and your 900 Number, then click continue (*seen on next 2 slides*)
4. The following slide will have your username, **SAVE YOUR USERNAME** and email address someplace safe (*not shown on slides*)

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## Collegiate Connection

- ❖ Phone: 260-481-0748



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## Account Activation

### Ethical Guidelines for Purdue Fort Wayne Information Technology (IT) Users

#### Ethical Guidelines for Purdue Fort Wayne Information Technology (IT) Users

University IT resources are designed to be used in connection with legitimate, university-related purposes. The use of university IT resources to disseminate obscene, pornographic, or libelous materials, to threaten or harass others, or otherwise to engage in activities forbidden by the Code or university policy is subject to disciplinary action.

#### Intellectual Property Rights and Responsibilities

Central to an understanding of the rights and responsibilities of IT users is the notion of intellectual property. In brief, this concept holds that materials stored in electronic form are the property of one or more rightful owners. Like any other property, electronically stored information, whether data or programs, can be stolen, altered or destroyed, misappropriated, or plagiarized. Such inappropriate activities violate the Code and university policy and are subject to disciplinary action.

#### Access Rights and Responsibilities

The use of lab, office, e-mail, web and other IT resources, including wired and wireless networks, should be focused on facilitating university-related purposes; other uses—for example, using IT resources to conduct a commercial enterprise or private business—constitute theft from the university subject to disciplinary action. Similarly, the introduction of information which interferes with the access or information of others—for example, the introduction of programs of a type commonly called "viruses" or of nonacademic, network-game simulations—is subject to disciplinary action. E-mail should not be used for junk mailings.

PRINT

EMAIL ME A COPY

**!! Type Yes !!**

Type "Yes" if you agree to the terms above:

YES

**!! Click Continue !!**

CONTINUE

CANCEL

## Account Activation

### Verify Your Identity

To activate your account you must first prove your identity. Please enter your last name, birth date, and your 9-digit Purdue Fort Wayne ID number. If you are a student and do not have your Purdue Fort Wayne ID number you may also be able to use the last 4 digits of your Social Security number.

NOTE: For security purposes, you will only see dots when you type your text. Please type carefully to avoid errors.

Last Name:

**!! Your Last Name !!**

Birth Date:  /  /

**!! Your Birthdate !!**

Full 9 digit Purdue Fort Wayne ID number (900 Number):

**!! Your 900 Number !!**

OR

Last 4 digits of Social Security Number (Applicable Students Only):



**!! No !!**

- By clicking continue, you are certifying that you are the person whose information appears above.
- If you are not the person above and click the continue button, you will be in violation of university policy and federal law. ([Why?](#))

**!! Click Continue !!**



CONTINUE

CANCEL

# Go PFW (Getting Set Up)

- [GoPFW \(Link\)](#)
  - Steps to Activate (*Continued...*)
    - Potential Errors & Solutions
    - If these don't correct the issues, for additional assistance, please contact PFW IT Services or the Collegiate Connection Office

## PFW IT Services

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  - ❖ Email: [helpdesk@pfw.edu](mailto:helpdesk@pfw.edu)
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- ### Collegiate Connection
- ❖ Phone: 260-481-0748

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**Account Activation**

**Account Activation - Error**

An error occurred while activating your account. Please try again later.

If this issue continues to occur, please contact the IT Services [Help Desk](#).

If you need help, contact the IT Services [Help Desk](#).

**Please try again - may need to reload/refresh website**

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**Account Activation**

**Verify Your Identity**

To activate your account you must first prove your identity. Please enter your last name, birth date, and your 9-digit Purdue Fort Wayne be able to use the last 4 digits of your Social Security number.

NOTE: For security purposes, you will only see dots when you type your text. Please type carefully to avoid errors.

Please try again. If you need help, contact the IT Services Help Desk.

If you see this error - the information that has been entered is incorrect or inaccurate

Verify that you have properly entered your birthday by using the following correct birthday format example: 04/07/2008

Last Name:

Birth Date:  /  /

**Information**



Your account is either already active or ineligible to be activated at this time.

If you have 6030.

**Your account has already been activated!**

**-Login at: go.PFW.edu**

Password reset required if unable to login with PFW username/password that you have previously set during activation

contact the Help Desk at (260) 481-6030.

**EXIT AND CLOSE WINDOW**



# Go PFW (Getting Set Up)

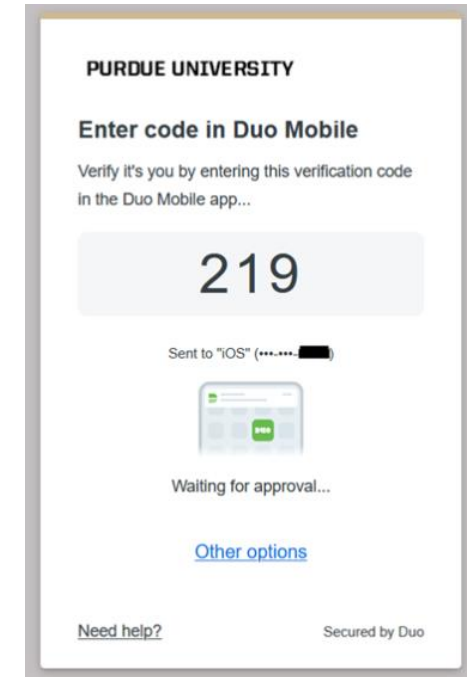
- [GoPFW \(Link\)](#)

- Steps to Activate (*Continued...*)

5. Enter a password following the required guidelines, **SAVE YOUR PASSWORD**
  - Click Submit Password and Activate Account
    - You will get a confirmation saying that the account is now active
6. Security Questions/Answers
  - These will be used if you ever forget your password and need them reset
  - Make sure you scroll down all the way to answer all of the questions
7. You can now officially use your GoPFW account: try logging into your GoPFW account using your saved username and password
  - Once you try to log in you will be prompted by DUO authenticator
  - Setting Up DUO
    - Preferred primary method is the Duo Mobile App (Apple Store or Google Play)
    - Follow the prompts to create and set up your account
    - Select Duo Verified Push (described below)
      - A push notification will be sent to the Duo Mobile app
      - The Duo Universal Prompt displays a numeric three-digit code on-screen when you choose to use Duo Push to log in
      - Enter the code shown on your screen into the Duo Push request & tap Verify to finish approving the login request

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- ❖ Ticket Service: [Submit a Ticket](#)
- Collegiate Connection**
- ❖ Phone: 260-481-0748



## PFW IT Services

- ❖ **If you have ANY issues or if you are missing your Bursar, Student To-Do List, Account Information, or Academic Support Cards contact PFW IT Services, you will need your 900#**



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*NAVIGATING GOPFW,  
STUDENT RESOURCES,  
AND PURCHASING  
TEXTBOOKS*

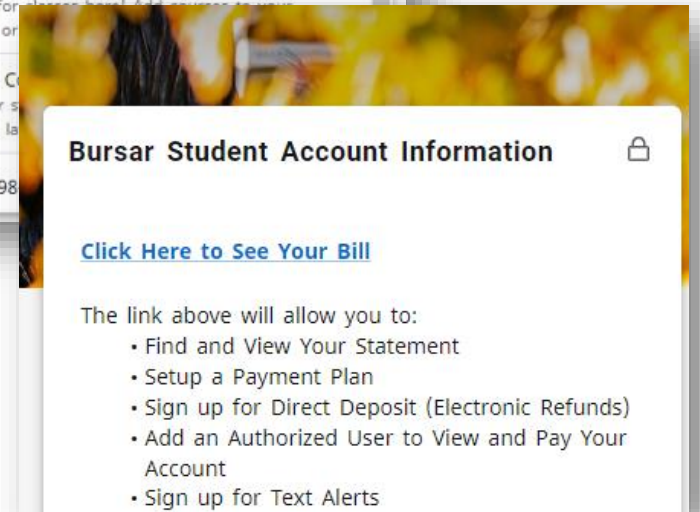
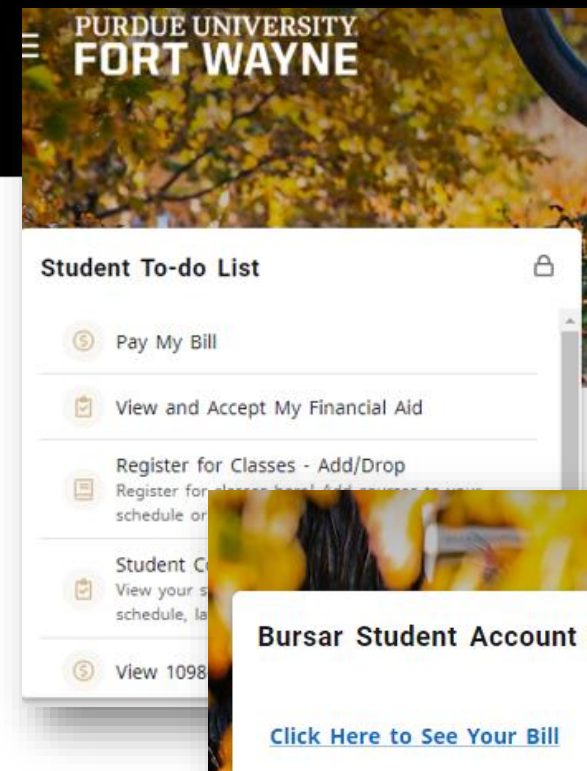
# Navigating GoPFW

## ■ Student To-Do-List

- Where you will find your most commonly used links
- If you have any questions regarding your class schedule, paying your bill, etc.

## ■ Paying Your Bill

- You can pay your bill online, by mail, or in person on our campus
  - Your bill **MUST BE PAID** before the Friday before classes start or you may incur a late fee
- Online
  - Log into your [GoPFW \(Link\)](#)
    - Find your **Student To-Do List** tile (probably at the very top right)
      - Click on the Pay My Bill link and then follow the online instructions
    - Using the **Bursar Student Account Information** tile you can add an authorized user (parent or guardian) to view and pay your account
      - **Maybe a good idea to add your parent as an authorized user**
- In-Person / Mail
  - If you decide to come onto campus to pay your bill
- Questions
  - Please feel free to reach out to the Bursar Office
  - Important Note due FERPA rights, **only students can request information** regarding their bills



## PFW Bursar

- ❖ Email: [bursar@pfw.edu](mailto:bursar@pfw.edu)
- ❖ Phone: 260-481-6824
- ❖ Address: PFW 2101 East Coliseum Blvd. Fort Wayne, IN. 46805
- ❖ Ground Floor of Kettler Hall (G57)



# Navigating GoPFW

- [Brightspace](#) (Link)
  - This is Purdue's online learning management system and where instructors will share digital content, engage in online discussion boards, submit assignments, etc.
- Other Services on [GoPFW](#) (Link)
  - Transcript Requests
  - Academic Supports Card
    - Access to tutoring, supplemental instruction, and peer-facilitated group study sessions for various courses
    - Disability Access Center
      - Students with disabilities can work with the center to access reasonable accommodations and other support
    - Also includes the Testing Services Center and Counseling Services
  - [Mastodon Campus Store](#) (Link)
    - Find textbooks and course materials, as well as important software downloads and other necessities
  - PFW IT Services
    - Submit a Helpdesk ticket, IT resources, and Web Print for students
- If you are missing your Bursar, Student To-Do List, Account Information, or Academic Support Cards, contact PFW IT ASAP



Access My Online Classroom



brightspace<sup>™</sup>  
by D2L

Log in to your online classroom

Find your courses online, submit assignments, and post on the message board.

## Academic Support Services

Learning Support

Tutoring Center

Writing Ctr, Speech and Presentation Service,  
Math, Science and Music Tutoring, Foreign  
Language Lab

Counseling Services

Disability Access Center

Studio M - Audio

Location: Walb St

## Transcript Requests

Request Official Purdue Transcript  
Official PFW transcripts must be requested through  
Parchment

Request Official IU Transcript  
Official IU transcripts must be requested through the  
IU Main Campus

## Information Technology

Submit a Ticket to the HelpDesk

Information about Wireless Access

IT Resources for Students

IT Services Online Forms

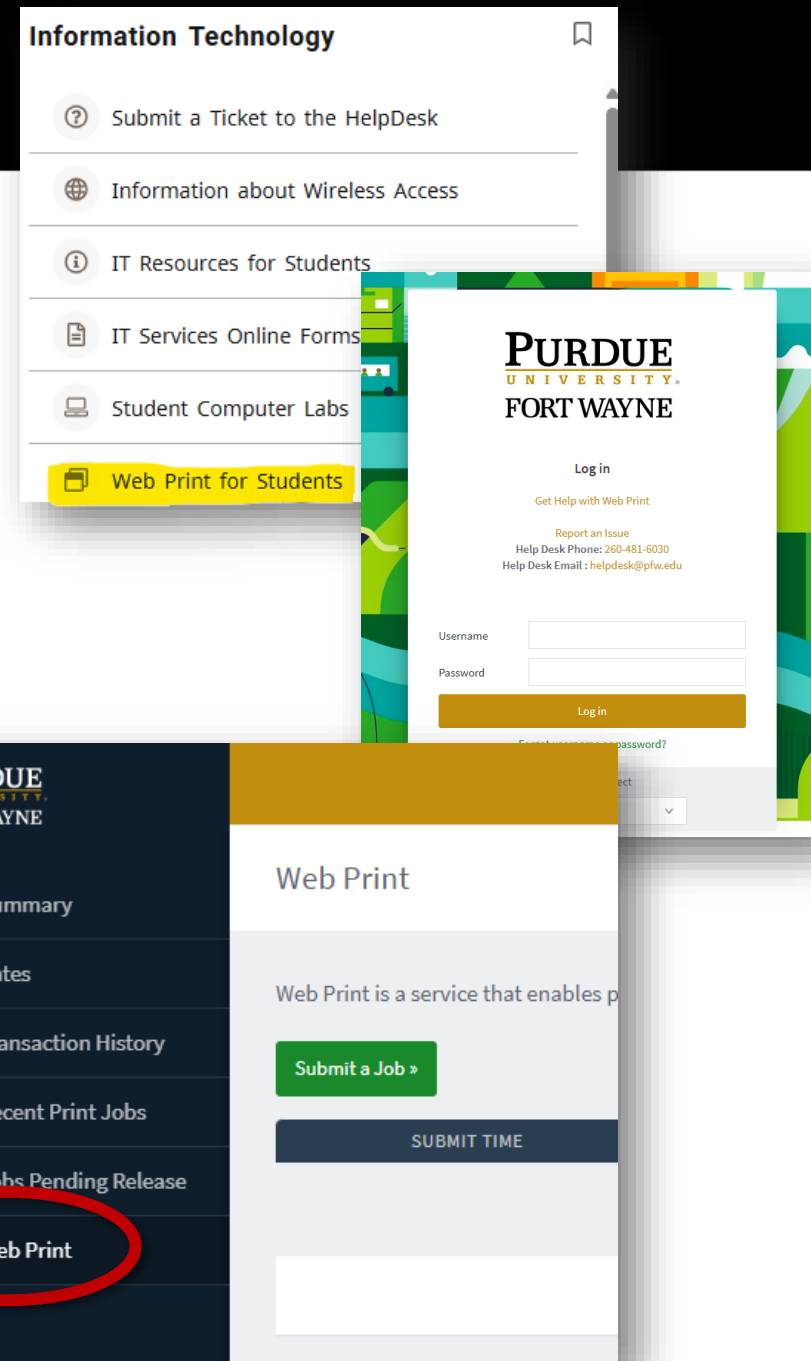
Student Computer Labs

Web Print for Students

# Navigating GoPFW

## ■ WebPrint for Students

- Start in GoPFW, find the Information Technology Card, & select Web Print for Students
  - Then log into PaperCut using your Purdue Fort Wayne username and password
    - Same credentials as GoPFW
  - At the left side of the screen, click Web Print
  - Click Submit a Job
  - Select the desired printer
  - At the bottom of the page, click "2. Print Options and Account Selection"
  - In the Copies field, enter the desired number of copies
    - Up to 60 copies can be printed per submission
  - At the bottom of the page, click "3. Upload Document"
  - Click the Browse button
  - Navigate to the desired document and double-click it
  - Click Upload & Complete
- **Make sure to pick up your print out at the designated printer.**



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# Campus Resources

## ■ Academic Supports *(All Active Links)*

### • [Academic and Learning Supports](#)

- Access to tutoring, supplemental instruction, and peer-facilitated group study sessions for various courses

### • [Writing Consultation & Support](#)

- Provides writing consultations for academic papers

### • [IT Support](#)

- Can help you set up and troubleshoot your GoPFW account and answer other IT related questions

### • [Helmke Library](#)

- Can provide crucial research assistance from reference librarians
- Online access to all university libraries and professional databases
- Vast data resources at the library and online (you must have an active GoPFW account)

### • [Disability Access Center](#)

- Students with disabilities can work with the center to access reasonable accommodations and other support

## ■ Mastodon ID Cards

- Can be picked up at the Information Desk in Walb Student Union (you will need your #900 and state issued ID like your driver's license)
- For more information go to [Campus Credentials](#) *(Link)*



### CURRENT COLLEGIATE CONNECTION STUDENTS

Looking for academic supports and resources, or just have a billing a question; click below to get the answers you need.



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# *STUDENT PARKING, FERPA, AND STUDENT CONDUCT*

# FERPA & Grades

## ■ Federal Law: Family Educational Rights and Privacy Act (FERPA)

- Designed to protect the privacy of students' education records and personally identifiable information
- Parent Access
  - Any student enrolled in any post-secondary institution FERPA rights transfer from the parent to the student
    - Which means **parents will have limited access to student information** (billing and course registration), **students will need to take the lead** regarding their PFW accounts
- For a listing of student rights and what is protected, please visit PFW's [FERPA \(Link\)](#) page

## ■ Grades

- All grades earned through PFW Collegiate Connection will be reflected on your permanent college transcript
  - If you are struggling in your courses you have options:
    - **Seek out academic support resources** either at your local school or on PFW's campus to help you or you can withdraw from the course up to a certain date, check the [Student Resource Page \(Link\)](#) for more information
  - If you earn a grade of a D+ or lower, then you will not be eligible to enroll at another Collegiate Connection course for one enrollment term



U.S. Department of Education

GRADE	-	GPA	-	PERCENT
A+		4.0		97-100
A		4.0		93-96
A-		3.7		90-92
B+		3.3		87-89
B		3.0		83-86
B-		2.7		80-82
C+		2.3		77-79
C		2.0		73-76
C-		1.7		70-72
D+		1.3		67-69
D		1.0		65-66
F		0.0		0-64
P		Pass		



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## Campus Buildings

1. Kettler Hall (KT)
2. Greenhouse (GH)
3. Life Sciences Resource Center (LSRC)
4. Neff Hall (NF)
5. Engineering, Technology, and Computer Science Building (ET)
6. Science Building (SB)
7. Classroom Clinic Building (CLCB)
8. Purdue Cooperative Extension Service (ACX)
9. Environmental Resources Center (ERC)
10. Support Services (SS)
11. University Police
12. Liberal Arts Building (LA)
13. Helmke Library (LB)
14. Walb Student Union (WU)
15. Folett Bookstore
18. Hilliard Gates Sports Center (GC)
19. Music Center (MC)
20. Visual Arts Building (VA)
21. Williams Theatre (WT)
24. Modular Classroom Building (MCB)

## Student Parking

- Parking Garage 1 (P1)
- Parking Garage 2 (P2)
- Parking Lots 4, 5, 6, 10, 11
  - 6, 10, & 11 fill up quickly
- Do not park in the green spaces (Staff/Faculty Only)

**Campus Map Online PDF (Downloadable)**



# Student Conduct and Benefits

## ■ Student Conduct

- Students are expected to uphold and conduct themselves in a way that is responsible and encourages honesty, integrity, and respect among Purdue Fort Wayne students and the campus community
- For more information on student expectations including academic integrity visit the [Office of Student Conduct & Care](#) (Link)

## ■ Additional Benefits

- Students in Collegiate Connection are PFW students, and have the same access to resources and benefits as any on-campus student
  - Over **85 student organizations and clubs** (everything from Actuarial Society to Military Science and Leadership to Table Tennis Club)
  - Free admission to all PFW home games
    - Including the games played at Memorial Coliseum (with ID)
  - **Access to the Gates Athletic Center** (indoor track, basketball/volleyball courts, fitness and weight areas)
  - Admission to **all PFW music, theatre, fine arts, campus, and department sponsored events** (depending on the event Free - \$5)
  - **Eligible for a student ID** which is used by numerous area businesses for discounts



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# Academic Calendar

## Fall Semester Calendar

- **August 25<sup>th</sup>** : Classes Begin
- **August 25<sup>th</sup>-31<sup>st</sup>** : Late Registration & Add/Drop Deadline
- **August 29<sup>th</sup>** : Labor Day Recess (*Classes Suspended at 4:30*)
- **September 2<sup>nd</sup>** : Classes Resume
- **September 22<sup>nd</sup>** : Pass/No Pass Deadline
- **October 20<sup>th</sup> – 21<sup>st</sup>** : Fall Break
- **November 21<sup>st</sup>** : Last Day to Withdraw
- **November 26<sup>th</sup> – 30<sup>th</sup>** : Thanksgiving Recess
- **December 1<sup>st</sup>** : Classes Resume
- **December 15<sup>th</sup> – 21<sup>st</sup>** : Last Week of Classes & Final Exams

## Spring Semester Calendar

- **January 12<sup>th</sup>** : Classes Begin
- **January 12<sup>th</sup>-18<sup>th</sup>** : Late Registration & Add/Drop Deadline
- **January 19<sup>th</sup>** : Martin Luther King Jr. Holiday
- **March 9<sup>th</sup> – 15<sup>th</sup>** : Spring Recess
- **March 16<sup>th</sup>** : Classes Resume
- **April 10<sup>th</sup>** : Last Day to Withdraw
- **May 4<sup>th</sup> – 10<sup>th</sup>** : Last Week of Classes & Final Exams



### Reminder



Just because your HS may be on break doesn't mean your PFW course is! Keep track of all of the important due dates etc.



# Information About PFW



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# Purdue Fort Wayne

## ■ About the University

- Founded as a partnership between Indiana University and Purdue University Fort Wayne
  - The 2 schools split in 2018 into separate universities, we are now officially a Purdue campus

## ■ Academics [Degree Programs at PFW](#) (Link)

- Currently **over 200 programs** spread across 6 difference schools and colleges
  - Programs range from Graphic Design or Music Industry to Computer Science or Civil Engineering
- Undergrad enrollment is about 5,500, student to faculty ration is **12:1**, generally smaller class sizes

## ■ [Admissions](#) (Link)

- Take the next steps and learn about becoming a full time Mastodon after High School

## ■ [Athletics](#) (Link)

- NCAA Division I



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