COLLEGIATE CONNECTION

Join the Herd: Become a Mastodon!

PURDUE UNIVERSITY | FORT WAYNE

Introductions

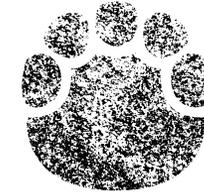**Collegiate Connection Staff**

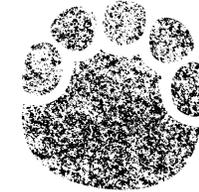- ■ **Collegiate Connection Director**
  - • Jonathan Baker

- ■ **Coordinators**
  - • Jackie Murray

Click the Footprints to take you to the Student Handbook

Click the Mastodon to take you directly to the Collegiate Connection Student Resource Page

PURDUE UNIVERSITY® | FORT WAYNE

SETTING UP YOUR GOPFW

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Go PFW

- **[GoPFW](link)** *(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 Microsoft Authenticator on your phone for IT security purposes
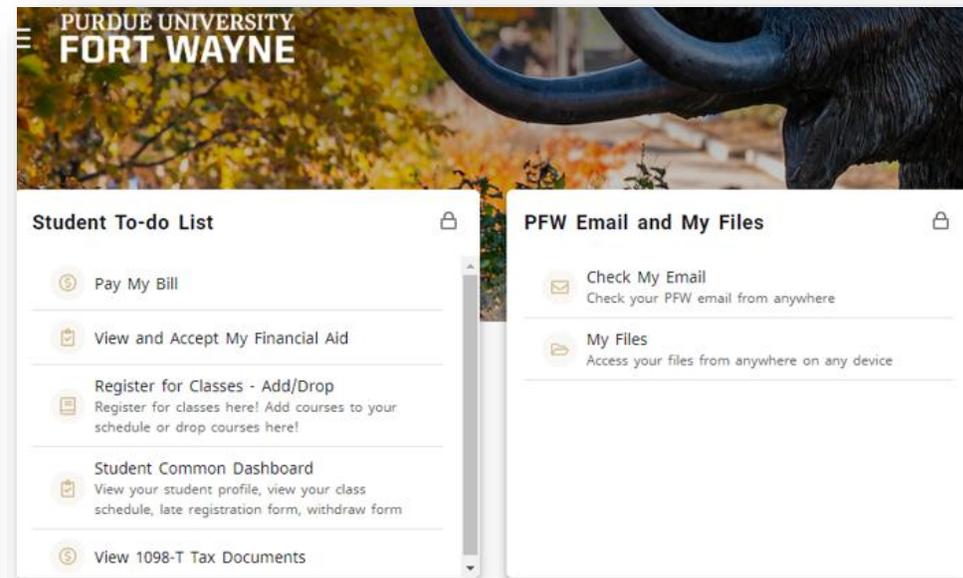

Here for your tech needs.

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
- ❖ Ticket Service: Submit a Ticket

Collegiate Connection
- ❖ Phone: 260-481-0748

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Student To-do List 🔒
- 💲 Pay My Bill
- 🗒 View and Accept My Financial Aid
- 🗒 Register for Classes - Add/Drop
  Register for classes here! Add courses to your schedule or drop courses here!
- 🗒 Student Common Dashboard
  View your student profile, view your class schedule, late registration form, withdraw form
- 💲 View 1098-T Tax Documents

PFW Email and My Files 🔒
- ✉ Check My Email
  Check your PFW email from anywhere
- 🗁 My Files
  Access your files from anywhere on any device

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Download on the App Store

GET IT ON Google Play

Go PFW (Getting Set Up)

- **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** *(Link)* click on First Time Users then Account Management Service

Option 1

Or.

Option 2

Welcome to Purdue Fort Wayne!

Activate your account to get access to:

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

Before starting, know the following:

- Your birth date
- Your 9-digit Purdue Fort Wayne ID number (900#) OR your Purdue ID number (PUID)

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.

This process may take 10-15 minutes to complete. If you need help, contact the **Help Desk**.

!! Click Continue !!

Continue   Cancel

Go PFW *(Getting Set Up)*

- **GoPFW *(Link)***
  - Steps to Activate
    1. Read & agree to the Ethical Guidelines and select "I have read and agree…", then click Continue *(seen on next 2 slides)*

    2. Next slide enter your last name, birth date, and your PUID Number or #900, then click continue *(seen on next 2 slides)*
       - Both PUID and #900 are found on your acceptance email

    3. The following slide will have your username, **SAVE YOUR USERNAME** and email address someplace safe *(not shown on slides)*

GoPFW Set-Up Steps
1. Agree to Ethical Guidelines
2. Enter Last Name, Birthday, & PUID/#900
3. Write down & save your username
4. Create & save your password
5. Create security questions/answers
6. Attempt to log into your GoPFW
7. Set Up Microsoft Authenticator (Push Notification)

PURDUE UNIVERSITY | FORT WAYNE

1	2	3	4
Usage Policy	Verify Identity	Set Password	Complete

To activate your account you must first prove your identity. Please enter your last name, birth date, and either your 9-digit Purdue Fort Wayne ID number **or** your 10-digit Purdue ID number.

Last Name: *

!! Your Last Name !!

Birth Date: *

!! Your Birthdate !!

Purdue Fort Wayne ID number (900 Number):

!! Your 900# Number is Found on Your Acceptance Email !!

OR

Purdue ID number (PUID):

!! Your PUID Number is Found on Your Acceptance Email !!

- 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…)*
    4. Create 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
    5. 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
    6. You can now officially use your GoPFW account: try logging into your GoPFW account using your saved username and password
       - Certain off campus high schools have a saved ISP already
         - Therefore you will not have to complete the Microsoft Authenticator step while on the school network
         - However you will need to use Microsoft Authenticator at home

GoPFW Set-Up Steps
1. Agree to Ethical Guidelines
2. Enter Last Name, Birthday, & PUID/#900
3. Write down & save your username
4. Create & save your password
5. Create security questions/answers
6. Attempt to log into your GoPFW
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SETTING UP MICROSOFT AUTHENTICATOR

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Go PFW (Getting Set Up)

- ▪ **Microsoft Multi Factor Authorization (MFA) for Single Sign On (SSO)**
  - • All SSO will delegate to Microsoft for authentication instead of DUO
  - • Users will use their **username@purdue.edu** to log in instead of just their username
  - • Users will **need** to enroll in Microsoft MFA
    - • Recommended/Required method – Microsoft Authenticator App
      - • You will need to download the app in the app store
  - • Public Article: VPN Access Changes: Microsoft Authenticator Transition *(link)*
  - • Public Article: Prepare for January 2026 MFA Change *(link)*

- ▪ **Steps to create your account**
  1. Go to Microsoft Sign-ins at https://mysignins.microsoft.com/security-info
  2. Sign in with your Purdue credentials username@purdue.edu and Career Account password
  3. After signing in, select Next when prompted for more information
  4. Choose your MFA method
  5. Recommended: Microsoft Authenticator App
  6. Complete the setup instructions
  7. Next time you log into a Purdue SSO-protected application, you'll be prompted for MFA verification
  8. Configure additional methods from the Security Information page
  9. Purdue recommends setting up at least two methods for recovery purposes.

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Authorized User Set-Up

- **GoPFW** *(Link)*
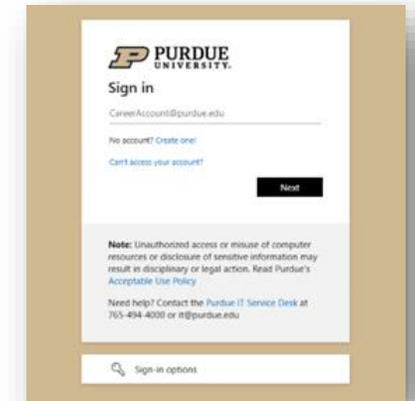
  - Setting Up Authorized User in GoPFW, allows your parent/guardian the option to log into your account and pay your bills

    1. Navigate to your Billing Student Account Information card
       - Click to view your bill
    2. Once on the Bursar home page, on the righthand side, select "Authorized Users"
    3. Select the "Add Authorized User" tab
       - Add your authorized user's email address in the text box and select "Continue" *(seen on next slide)*
       - Read through the agreement thoroughly and select "I agree"
       - Your authorized user will receive 2 emails with instructions on how to access their authorized user account *(seen on next few slides)*

Bursar Student Account Information 🔒

Click Here to See Your Bill

The link above will allow you to:
- Find and View Your Statement
- Setup a Payment Plan
- Sign up for Direct Deposit (El...
- Add an Authorized User to Vi...
  Account
- Sign up for Text Alerts

My Profile Setup
- 👥 Authorized Users
- 👤 Personal Profile
- 🔒 Security Settings
- 📄 Consents and Agreements
- 🔁 Electronic Refunds

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Agreement to Add Authorized User

██████████████████████████████

I hereby authorize **Purdue University Fort Wayne** to grant parentemail@example.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

Access to my accounts also includes the ability to :

- View my 1098-T tax statement
- Receive my payment plan communications

This agreement is dated 21-Oct-2025 3:06:07 PM EDT.

For fraud detection purposes, your internet address has been logged:

192.5.48.33 at 21-Oct-2025 3:06:07 PM EDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

☐ **I Agree**

Cancel

PURDUE UNIVERSITY | **FORT WAYNE**

PURDUE UNIVERSITY
FORT WAYNE

Hello and welcome!
You have been granted online access to view billing information for the following account(s).
You can now make payments on behalf of this student, schedule, automate future payments, and more.
To access the student's account, please log in using the site and username shown below. For security, we are sending the initial password for this account in a separate message.

Access Information

Student Name: ██████████
Username: ██████████

For Authorized User login, please go to: https://tweb1.pfw.edu/C20091_tsa/web/login.jsp

Do not respond to ebill@pfw.edu; send inquiries to bursar@pfw.edu.

Sincerely,
Your Purdue

Kettler Ha███
o: 260-481

PURDUE UNIVERSITY
FORT WAYNE

Hello and welcome!
The student listed below has granted you online access to his or her billing information.
You can now make, schedule, and automate payments on behalf of this student.
Please log in using the password shown below. For security, the other login information for this account is sent in a separate message.

Purdue Fort Wayne has contracted with TouchNet PayPath, a third party company that processes credit and debit card payments. This allows students to pay tuition, fees, fines and other student account charges, conveniently, online with a credit or debit card. Effective with the Summer 2018 semester, students who use a credit or debit card to pay tuition, fees, fines and other student account expenses will be charged a 2.85 percent processing fee (minimum of $3.00) by TouchNet PayPath.

You can avoid paying the convenience fee by paying online with an e-check, which is an electronic debit to your checking or savings account. This payment can be made over the Internet through go.pfw.edu. To avoid the convenience fee, choose the electronic check option.

You also can avoid the convenience fee by mailing a check, money order or delivering a check, money order or cash to the Bursar's Office. Always include your student ID number on the check.

Access Information

Student Name: ██████████
Temporary Password: ██████████

Please Access go.pfw.edu
For general information, please visit our website at pfw.edu/bursar or call 260-481-6824.

For Authorized User login, please go to: https://tweb1.pfw.edu/C20091_tsa/web/login.jsp

Do not respond to ebill@pfw.edu; send inquires to bursar@pfw.edu.

Sincerely,
Your Purdue Fort Wayne Bursar's Office

Kettler Hall, Room G57 | 2101 E. Coliseum Blvd. | Fort Wayne, IN, 46805-1499
o: 260-481-6824 | f: 260-481-5495 | e: bursar@pfw.edu | pfw.edu/bursar

Authorized User Set-Up

- **GoPFW** *(Link)*

  - Setting Up Authorized User *(continued...)*

  - **Good Things to Remember:**

    - Temporary passwords are only available for 24 hours after you receive them & are case sensitive

      - If you are using the same device that you received the email on, you can copy/paste it into the textbox when setting up your password.

    - If you are ever locked out of your account, or your password expires, please reach out to the Bursar's Office

    - Now that you are an authorized user, you will be in compliance with FERPA. You will be able to speak with our office about your student's billing information

      - You are granted access to:

      - Viewing your student's balance

      - Paying your student's bill online with card* or electronic check.

      - 1098-T tax forms

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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#**

PAYING YOUR BILL

PURDUE UNIVERSITY | FORT WAYNE

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
    - [**Bursar Payments**](Link) *(Link)* for more details
  - Online
    - Log into your [**GoPFW**](Link) *(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
  - Questions
    - Please feel free to reach out to the Bursar Office
    - Important Note due FERPA rights, only students can request information regarding their bills
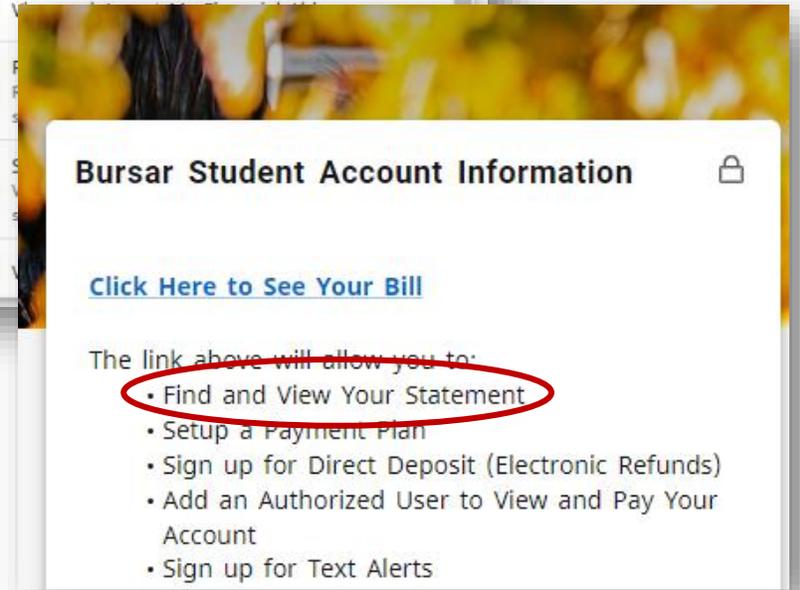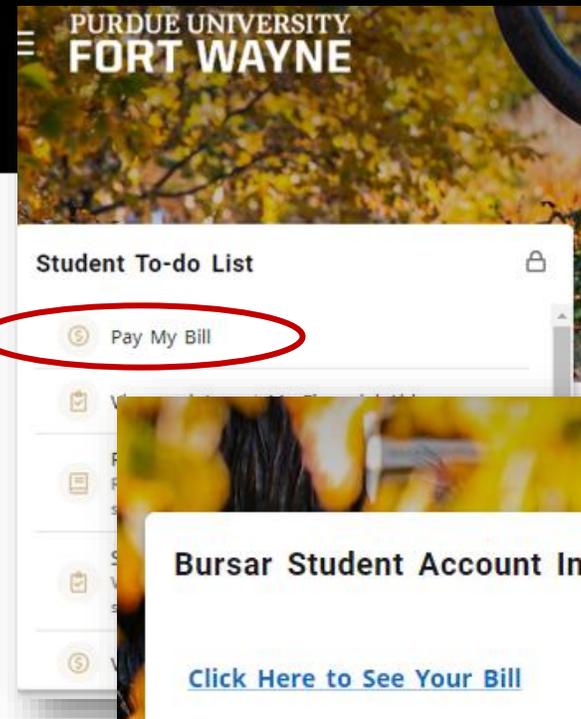
PFW Bursar
- ❖ Email: bursar@pfw.edu
- ❖ Phone: 260-481-6824
- ❖ Address: PFW 2101 East Coliseum Blvd. Fort Wayne, IN. 46805
- ❖ Ground Floor of Kettler Hall (G57)

NAVIGATING GOPFW, STUDENT RESOURCES, AND PURCHASING TEXTBOOKS

PURDUE UNIVERSITY | FORT WAYNE

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

PURDUE UNIVERSITY | **FORT WAYNE**

Access My Online Classroom

brightspace 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 Serv
- Disability Access
- Studio M - Aud
  Location: Walb Stu

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, & selec 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.
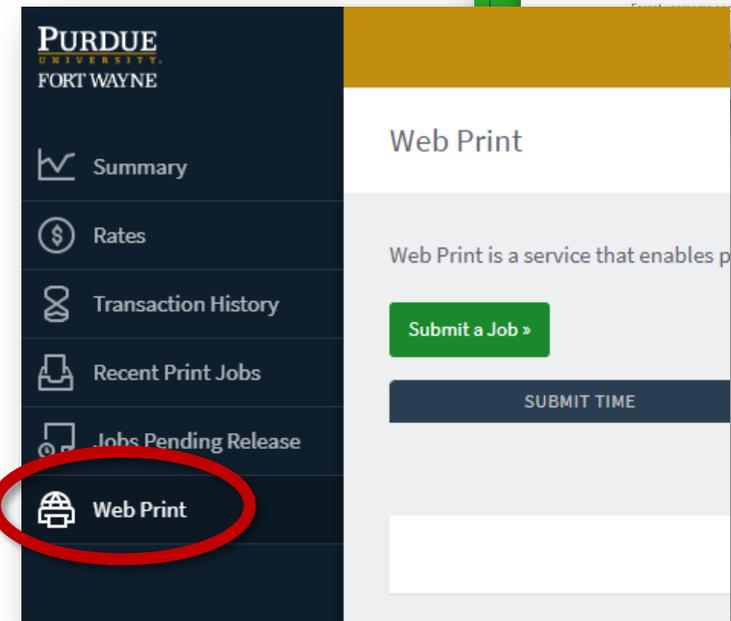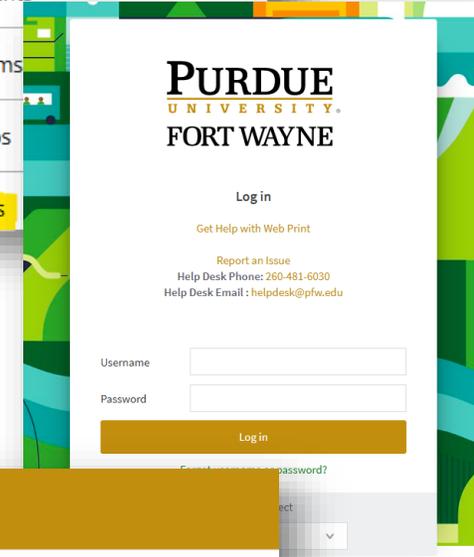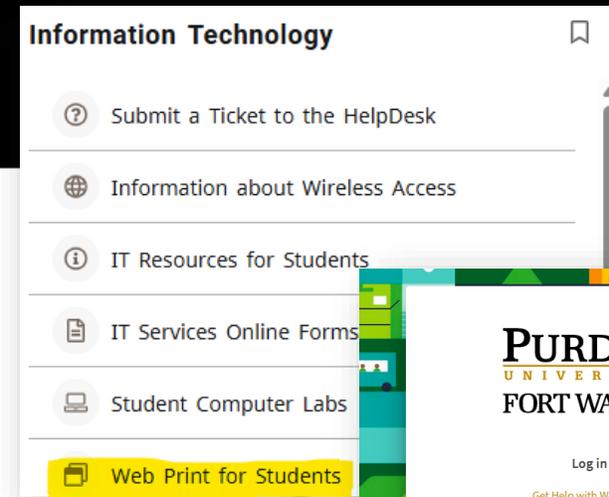
Campus Resources

- **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)*

PURDUE UNIVERSITY | FORT WAYNE

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.

INFORMATION

STUDENT PARKING, FERPA, AND STUDENT CONDUCT

PURDUE UNIVERSITY | FORT WAYNE

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		

PURDUE UNIVERSITY | FORT WAYNE

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)* or the **Collegiate Connection Student Handbook** *(Link)*

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

Spring Semester Calendar

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

PURDUE UNIVERSITY | **FORT WAYNE**

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) *(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 **Students**
  - Undergrad enrollment is about 5,500, student to faculty ration is **12:1**, generally smaller class sizes
- **[Admissions](Link) *(Link)***

  - Take the next steps and learn about becoming a full time Mastodon after High School
- **[Athletics](Link) *(Link)***
  - NCAA Division I