AUDirect: Getting Started Guide

AUDirect Address: **https://audirect.antioch.edu**
Username = Seven digit Student or Employee ID number. Password = AUeID password.
Can't login? **http://helpdesk.antioch.edu**

AUDirect works best in Firefox and is not yet smart phone ready.

Antioch students, faculty and staff log in using AUeID. If you do not have an AUeID, go to http://access.antioch.edu to set one up. Note that access to some applications may not be immediate for new users, due to the time it takes to process new access requests.

The layout of **AUDirect** is designed to be simple and easy to use. In the top section, you have a number of Quick Launch buttons for a variety Antioch-related software applications (note that the buttons that are visible will vary somewhat from user to user). Below the top section is an employee directory search box that allows you to locate contact information for Antioch staff and faculty. The final section contains a number of dropdown menus that provide useful information, enable you to tailor various **AUDirect** features, and allow you to provide feedback to us.

Displays information about each application.

Quick Launch buttons to applications. These will vary depending upon user access.

Search the employee directory.

Contact information for Employee Services, Library Services, and University Policies is here.

Click the '+' symbol to open a section and the '-' symbol to close it again.

New university-wide announcements appear here.

See the number to the right? It tells you how many new announcements there are.

You can change a variety of AUDirect settings here including the app timeout, and color scheme, as well as settings for AUeID and other Antioch applications.*

Submit new Help Desk tickets quickly.

News from all of Antioch's campuses can be found here.

Want to see a new feature added or want something changed? Tell us about it.

*** - Security Notes**: If you extend your timeout, remember that this increases the risk of malicious access to your accounts. Take sensible precautions when leaving your computer unattended. If you use AUDirect on a public computer, always remember to logout when your session is complete.*

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