# TABLE OF CONTENTS

## BEGINNER’S COURSE
- View Holds ................................................................. 2
- Authorization to Release/Discuss Education Records ............................................. 3
- Nighthawk Course Scheduler ................................................................. 4
- UNG Alerts ........................................................................ 5
- Password Management ............................................................... 6
- WIFI/EMAIL .................................................................. 7
- eCore Introductory Quiz .............................................................. 8
- eCore vs. UNGOnline ................................................................. 9
- Mobile Apps ........................................................................ 10

## NAVIGATING BANNER
- Check for outstanding Financial Aid requirements ........................................... 11
- Accepting all or some Financial Aid .............................................................. 12
- Complete Award Requirements ................................................................... 13
- Student Invoice/Setup Payment Plan ........................................................... 14
- View Student Tranguid ......................................................................... 15
- View Class Booklist ........................................................................ 16

## APPENDIX
- Library Technologies ........................................................................ 17
- AlcoholEDU & SAPU Holds ................................................................... 18
- Focus2 (Career Inventory) ....................................................................... 19
- Handshake (Student Employment Opportunities) .............................................. 20
- UNGConnect .............................................................................. 21
QUICK LINKS

**my.ung.edu**
Primary resource hub for online services.

**go.ung.edu/banner**
Quick link to access Banner. (Student account, class registration, hold information, and more.)

**bankmobile.com**
Student account refund management

**password.ung.edu**
Password Management (Change or reset your password.)

**ung.edu/it**
Technology resources and services links

**go.ung.edu/wifi**
FAQ page with information about connecting devices to UNG WiFi and UNG email

**software.ung.edu**
Portal to access software available to students through UNG (Office365, Antivirus, and more)

**go.ung.edu/apps**
List of UNG mobile apps available to all students

**go.ung.edu/onlinelearning**
Information about UNG Online and eCore courses

**go.ung.edu/focus2**
Online Career Assessment Tool

**go.ung.edu/handshake**
The UNG Online Job Board

**go.ung.edu/holds**
Listing of student holds with the contact information for the department responsible.

**go.ung.edu/involvement**
UNG Office of Student Involvement Website

**office.ung.edu**
Access to Office 365 web tools (Outlook, Word, Excel, OneNote...)

---

**FINDING YOUR USERNAME**

Your network username is your first initial, middle initial, first four letters of your last name, and last four digits of your 900 number.

Example: John P. Smith, 900551234 = JPSMIT1234

Your default network password is the last four digits of your social security number followed by the two-digit day of your birthday.

Example: SSN 123-45-0155, January 9 = 015509
Frequently check your account for any holds. Holds placed on your student account can prohibit you from registering for courses, receiving your transcript, or even graduating. Holds must be resolved each semester prior to registering for classes.

If you have a hold on your account and need more information about how to resolve the hold, go to go.ung.edu/holds.

NEW: RN HOLD
Starting Friday, October 25th, all students will be required to agree to the Student Registration/Financial Responsibility every six months in order to conform to new University System of Georgia requirements which was formally done only on a student’s initial log in to Banner.

What does this mean for me?
If it has been more than six months since you have agreed to the Student Registration/Financial Responsibility agreement, a hold will be placed on your account that will prevent registration.

What do I need to do to remove the hold?
Log into Banner.
Click on “Student”.
Click on “Student Records”.
Click on “Manage Registration Agreement”.
Read the terms of the agreement, and click “I Agree” at the bottom. Once “I Agree” is clicked, the hold will be instantly removed.

If you have any additional questions, please email the Business Office at business.office@ung.edu.
AUTHORIZATION TO RELEASE/DISCUSS EDUCATION RECORDS

go.ung.edu/banner

If you would like to give someone access to your FERPA protected records, including tuition and fee information, you will need to complete the Authorization to Release form. You can rescind access at any time.

Select the Student Tab.

Select Authorization To Release/Discuss Education Records.

Select Student Records.

Registrar’s Office
706-864-1760
registrar-cmg@ung.edu
registrar-dah@ung.edu
registrar-gvl@ung.edu
registrar-ocn@ung.edu
Nighthawk Course Scheduler is the course scheduling tool students use to register for classes each semester. The Online Pre-Orientation modules provide an overview of Nighthawk Course Scheduler. You can reference these modules at any time.

The Registrar’s website also has a link with step-by-step directions on how to use Nighthawk Course Scheduler: [ung.edu/registrar/how-to-register.php](http://ung.edu/registrar/how-to-register.php)

1. Select the Student Tab.

2. Select Nighthawk Course Scheduler.

3. Select NEW: Schedule my Classes!

Registrar’s Office
706-864-1760
registrar-cmg@ung.edu
registrar-dah@ung.edu
registrar-gvl@ung.edu
registrar-ocn@ung.edu
UNG Alert is the primary emergency messaging system that delivers text messages, voice calls, e-mails, and desktop computer alerts directly to your cell phone or computer in the event of severe weather, campus emergency, emergency evacuation, or other campus emergency.

How will I be notified of an emergency?
Currently the University of North Georgia has adopted four methods of communication for dissemination of information regarding emergencies. Those methods include:

- UNG Alert
- Website Notification ([www.ung.edu](http://www.ung.edu))
- E-Mail
- Outdoor Weather Sirens

Visit [https://ung.edu/police/ung-alert.php](https://ung.edu/police/ung-alert.php) for more information.
By enrolling in Password Management, you will be able to reset your password anytime, without having to contact the Help Desk.

1. **Navigate to password.ung.edu**

   - Change Password
   - Expired Password
   - Forgot Password
   - Enroll in Password Management

2. **Click “Enroll in Password Management”**

3. **Follow the instructions on each step to create your security questions and answers.**

UNG IT SERVICE DESK
706-864-1922
helpdesk@ung.edu
ung.edu/it
LOGGING INTO CAMPUS WI-FI
To connect to the UNG Wi-Fi, navigate to your device network settings. Select the UNG network and then enter your UNG username and password. To assist you with this process, please visit these walkthrough guides for more in depth instructions.
Visit ung.edu/it for more information.

LOGGING INTO UNG EMAIL
To add your UNG email to your mobile device, navigate to your Settings app. Locate the ‘Add Account’ option (This varies depending on device). Select ‘Exchange’ or ‘Corporate’ account. Enter your UNG email address and password. To assist you with this process, please visit UNG Mobile Email Setup walkthrough guide for your specific device.
Visit ung.edu/it for more information.

NEW: 2FA EMAIL REQUIREMENTS
All UNG student accounts will have Two-Factor Authentication (2FA) enabled during Spring semester 2020; detailed timeline will be announced at a later date. Applications that will have 2FA enabled are: all applications currently accessed through the UNG Single Sign-On (SSO) system and UNG email. Students may Opt-In new window early to become more familiar with the 2FA process before crunch time (mid-terms, tests, major assignments, etc.). See instructions on setting up go.ung.edu/2fa.

LOGGING INTO RESNET WI-FI
Dahlonega Residence Hall Students Only
To connect to the UNG RESNet Wi-Fi, navigate to your device network settings. Select the UNG RESNet network and then enter your UNG username and password.
Visit software.ung.edu to obtain your UNG RESNet Media Password for devices such as Printers, Speakers, TVs, and more.

<table>
<thead>
<tr>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Office</td>
</tr>
<tr>
<td>Other Software</td>
</tr>
<tr>
<td>Anti-Virus: ESET NOD32</td>
</tr>
<tr>
<td>RESNet Key</td>
</tr>
<tr>
<td>Residence Hall Instructions</td>
</tr>
<tr>
<td>JMP Statistical Software</td>
</tr>
<tr>
<td>Matlab</td>
</tr>
</tbody>
</table>
Complete the eCore Introductory Quiz required to register for any eCore course. Completing the one-time quiz now will save time during the registration process.

1. Navigate to go.ung.edu/onlinelearning.

2. Click on the eCore Introduction Quiz button.

3. On the Welcome to eCore Introduction Quiz page, read the information, then click the “Continue” button at the bottom on the page.

4. Once you’ve completed the quiz, enter your contact information along with your UNG email address when prompted.
eCORE vs. UNGOnline

1. Navigate to go.ung.edu/onlinelearning.

2. Click on the UNG Online vs. eCore: What’s the Difference? button.

Contact Information

UNG | Online
706-867-2521
ungonline@ung.edu

UNG eCORE
706-867-2518
ecore@ung.edu

Login to D2L/eCORE

1. Navigate to go.ung.edu/onlinelearning.

2. Click on Login to eLearning.
Install the UNG Mobile app to gain access to many UNG resources, including your classes.

1. On your mobile device, navigate to go.ung.edu/apps
2. Select the applicable link below each app to install the app on your device

**UNG Mobile**
UNG Mobile provides convenient access to University of North Georgia (UNG) campus maps, news, events, directories, athletics, course listings, shuttle and parking updates, and more.

**LiveSafe**
The free LiveSafe app provides users with a direct connection to UNG Public Safety Central Dispatch so safety needs can be easily communicated. Some highlights of the app include the ability to send pictures, video, and text messages directly to Central Dispatch. Users may also elect to receive UNG Alerts through the app.

**IMLeague**
IMLeagues makes playing intramurals, fitness, and club sports much more fun for participants by giving them access to a vast array of interactive features, essentially turning each participant into a fantasy player with lifetime stats, trophies, and achievements!

**CampusCash**
Campus Cash, were you can reload money and manage your account from your phone.

**PassioGo!**
Download the Passio GO! app to track our shuttles from your smartphone! (Dahlonega & Gainesville Only)

**CampusGroups**
CampusGroups is now UNGConnect! UNGConnect is the portal for student clubs/organizations, departments and services.
FINANCIAL AID REQUIREMENTS

1. Select the Financial Aid Tab.
2. Select the Eligibility Tab.
3. Select the Student Requirements Tab.
4. Select the Aid Year.
5. The following screen will show you the status of your requirements, and how to satisfy these requirements.

OFFICE OF FINANCIAL AID
706-864-1412
finaid@ung.edu
1. Select the Financial Aid Tab.
2. Select the Award Tab.
3. Select the Aid Year.
4. Select the Accept Award Offer tab.
5. Accept or Deny Award offered to you.
Once you specify your award amount you will need to complete two additional things:

A. Entrance Counseling
B. Promissory Note

### Satisfied Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Documents</td>
<td>Required</td>
<td>Mar 06, 2018</td>
<td></td>
</tr>
<tr>
<td>FAFSA</td>
<td>Satisfied</td>
<td>Feb 02, 2018</td>
<td></td>
</tr>
</tbody>
</table>

[Select Another Aid Year]
1. Select the **Student** Tab.

2. Select **Student Account**.

3. Select **Student Invoice**.

Visit [ung.edu/business-office](https://ung.edu/business-office) for Payment Plan FAQs.
1. Select Student Records on the student tab.

2. Student Tranguid will be the first option listed.

3. The name of your Academic Advisor, the advisor’s location and email will be listed in the Academic Information section.
After registering for classes, you will be able to view the textbooks and course materials needed for each course. Select NEW: View Class Book List.

Your course schedule for the term will appear and you can click on here to get a list of materials needed for each course.

When you view your book list, you will have the option to purchase books from the UNG Bookstore. You can purchase the books through the online store and pick the books up at the start of term.
Navigate to ung.edu/libraries

2. Click the “My Account” tab

3. Click the “My GIL Account” button to login using your UNG username and password

Important Information

The library circulates the following technology to UNG students and employees for seven days. Patrons are limited to one iPad, laptop, or Mac checkout at a time.

- iPads (students only)*
- Dell laptops*
- Mac PowerBooks (students only)*
- DSLR cameras (students only)*
- projectors*
- digital voice recorders*
- speakers*
- PowerPoint clickers*
- calculators*

*Subject to Campus Availability

Find your campus library in the menu to learn about the services available.
1. Sign in to Everfi using your UNG username and password. Enter your username and password as service has requested you to authenticate yourself.

2. Complete Part 1 of AlcoholEdu and SAPU ASAP.

3. When you have completed Part 1 of BOTH AlcoholEdu and SAPU, email the Dean of Students. Holds will be lifted during UNG business hours.

4. After 30 days you will receive an invitation to complete Part 2 of AlcoholEdu and SAPU which must be completed promptly to avoid further holds.

Have you taken SAPU/AlcoholEdu at another college? Email david.marling@ung.edu for assistance with a waiver or questions.
Focus2 is a free resource for all UNG students and alumni. It offers several quick assessments you may complete online, which will provide you with career suggestions based on your answers. This tool also helps you begin researching these career ideas, providing you specific information about job tasks, salaries and projected outlook for the profession.

1. Navigate to go.ung.edu/focus2 and click the Focus2 Online Assessment link.

2. Contact Career Services for an access code.

3. Click the Register button to create your account and begin the assessment.

4. Focus2 has 5 different assessments available for you to take. Contact a member of Career Services to discuss your results from these assessments.
Join Handshake to have access to jobs, internships, and employer connections. Handshake is University of North Georgia’s job and internship site for local and national opportunities. The site helps you build a professional profile, create job search alerts, and it will even recommend positions for you. You also will receive notifications about job fairs and other career-related events on all of our campuses. Be on the lookout for your email invitation to create your account during the first few weeks of classes.

1. After received your email invitation, navigate to go.ung.edu/handshake.

2. Click Log-in to Handshake link.

3. Login with your UNG email and complete your profile.
UNGConnect is the portal for student clubs/organizations, departments and services. This site has the events available for students to participate in across all campuses. All participation in events is listed on the student’s co-curricular transcript and is available to download through your UNGConnect profile. Use the calendar in UNGConnect to find clubs to join, leadership programs, service events, and much more.

Navigate to connect.ung.edu and login with your UNG Credentials

STUDENT INVOLVEMENT

- Blue Ridge
  Dahlonega
  involvement-dah@ung.edu
  706-864-1643

- Cumming
  Gainesville
  involvement-gvl@ung.edu
  678-717-3622

- Oconee
  involvement-ocn@ung.edu
  706-310-6250