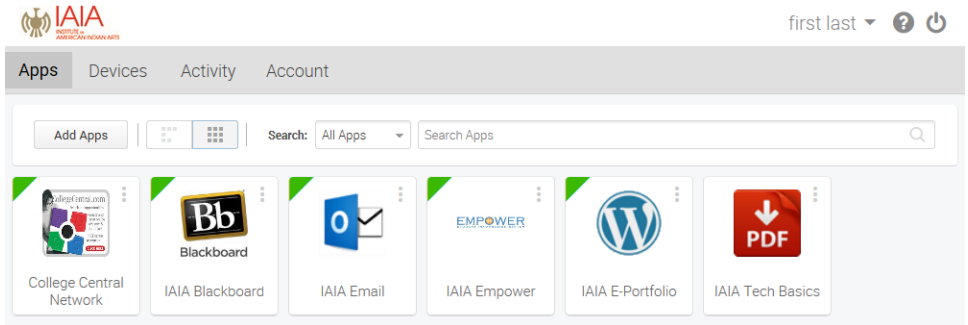


About the IAIA Portal

The IAIA portal allows you to log into IAIA systems with a single click. The pages that follow take you step-by-step through your first login and setting up app buttons to log you into each system automatically.

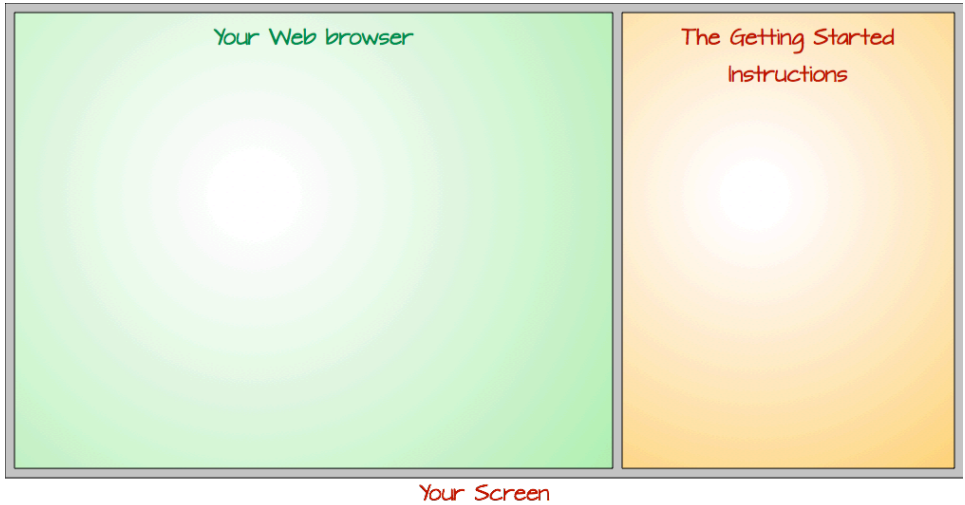


Buttons log you in directly to the primary IAIA systems

Using This Tutorial

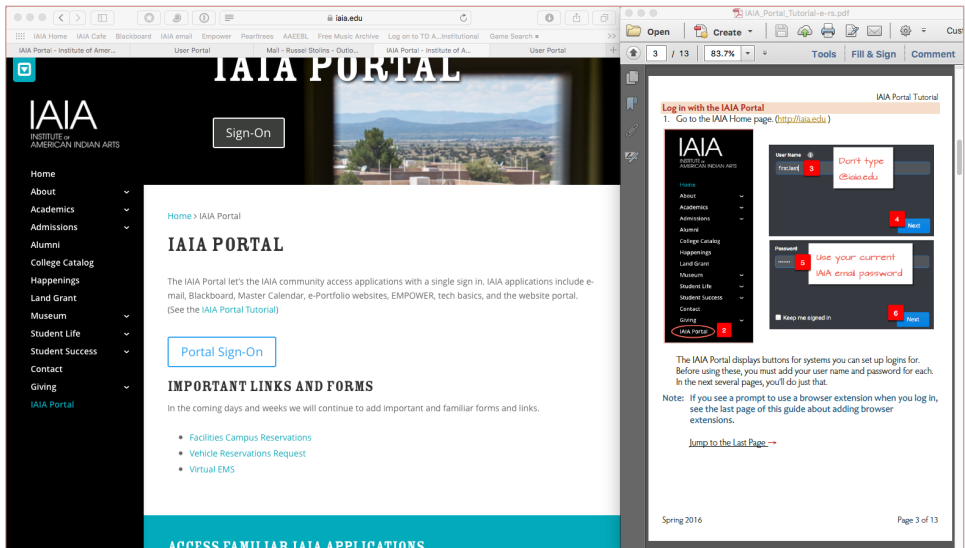
In the following pages, you'll learn how to use the IAIA Portal step-by-step.

Arrange this guide beside your web browser window so you can follow along with the steps easily.



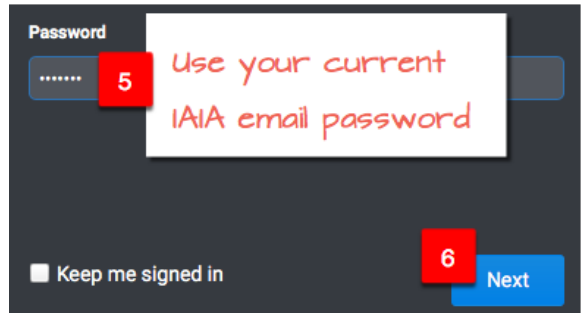
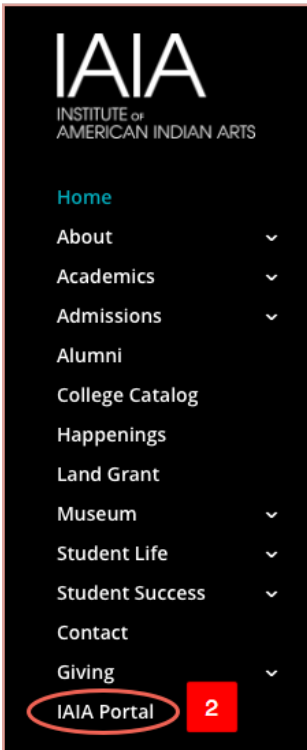
Web Browser

This Guide



Log in with the IAIA Portal

1. Go to the IAIA Home page. (<http://iaia.edu>)

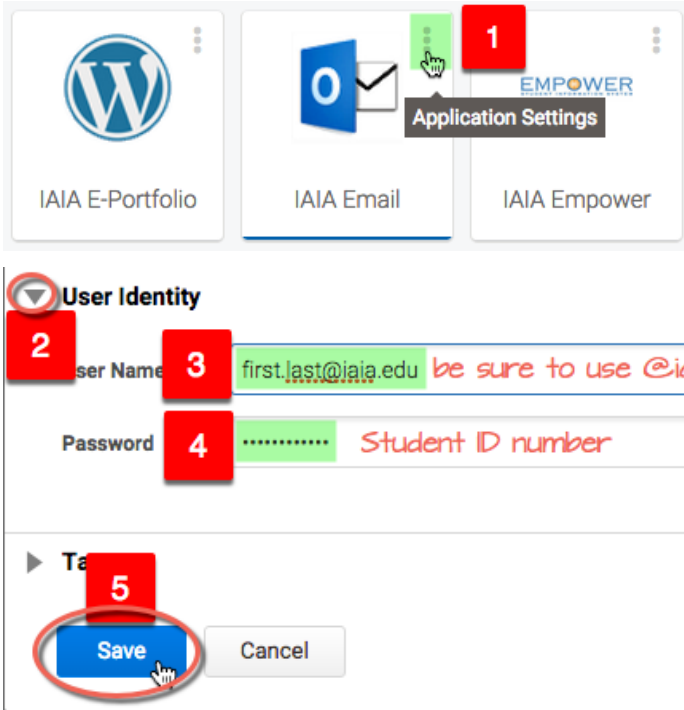


The IAIA Portal displays buttons for systems you can set up logins for. Before using these, you must add your user name and password for each. In the next several pages, you'll do just that.

Note: If you see a prompt to use a browser extension when you log in, see the last page of this guide about adding browser extensions.

[Jump to the Last Page](#) →

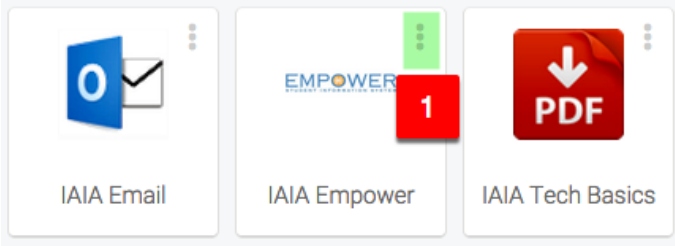
Before you can use the IAIA Portal, you must enter your user name and password into each button. Let's get started with email.



Now this button is ready for use. But first, let's add login details to the others.

Set Up IAIA Registration (Empower)

Now you'll set up the user name and password for the IAIA Registration system (Empower). You only have to do this once for each login.



User Identity

2 **User Name:** 3 first.last DO NOT use @iaia.edu

Password: 4 Student ID number

The form contains two input fields. The first is for 'User Name' and the second is for 'Password'. Red boxes with numbers 2, 3, and 4 highlight the labels and input areas respectively. A red prohibition sign is placed over the text '@iaia.edu' in the User Name field.

▼ Tags

Add Tags



5

Save

Cancel

Now this button is ready for use. There's one more to go.

Set Up Blackboard

Enter your login information

The first time you use the IAIA Portal, you must enter your user name and password. Let's do that now.

The screenshot displays the IAIA Portal setup interface. At the top, there are two tiles: 'IAIA Blackboard' with a Blackboard logo and a red box with the number '1' pointing to it, and 'IAIA E-Portfolio' with a WordPress logo. Below these is the 'User Identity' section, which is expanded. It contains two input fields. The first field is labeled 'User Name' and has a red box with the number '2' pointing to its label. The text 'first.last' is entered in the field, with a green highlight. To the right of the field is a red prohibition sign and the text 'DO NOT use @iaia.edu'. The second field is labeled 'Password' and has a red box with the number '4' pointing to its label. The text 'Student ID number' is entered in the field, with a green highlight. To the right of the field are icons for an eye and a document. Below the 'User Identity' section is a 'Tags' section. It has a dropdown menu labeled 'Add Tags' and a red box with the number '5' pointing to it. Below the dropdown are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red circle and a mouse cursor icon.

User Identity

User Name **3** first.last **DO NOT use @iaia.edu**

Password **4** **Student ID number**

Tags

Add Tags **5**

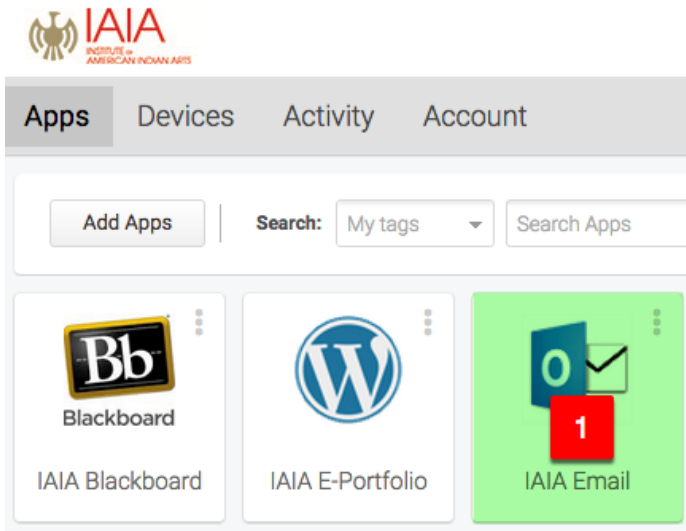
Save Cancel

Done! Now you are ready to explore the various systems.

Log in to Email

From now on, you can simply click a button to log in.

Let's start with your IAIA email.



A new tab opens and you are logged into IAIA Email.

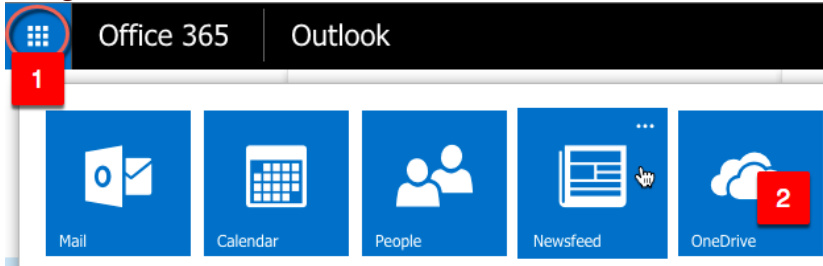
You may see a prompt indicating you can install Microsoft Office on your computer or device.



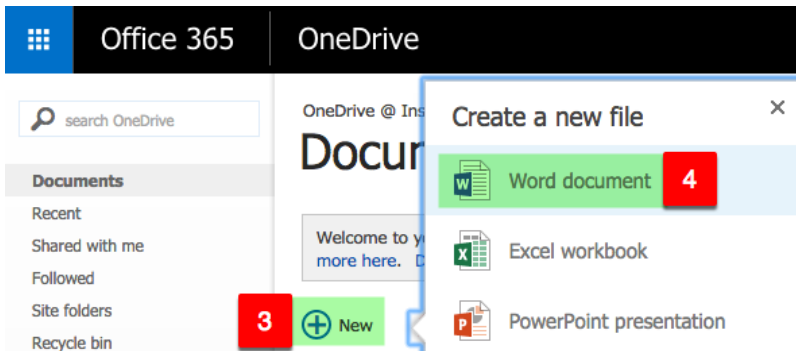
Browse OneDrive

Every IAIA email account includes 25 gigabytes of cloud storage.

Navigate to OneDrive



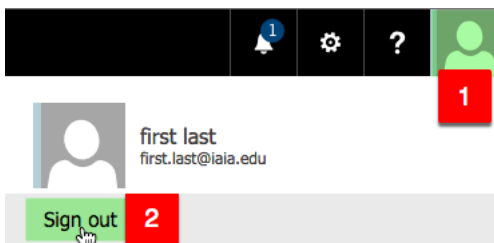
OneDrive includes online versions of Microsoft Office. Now you'll create a new document using Word Online.



Now you'll return to your cloud storage.

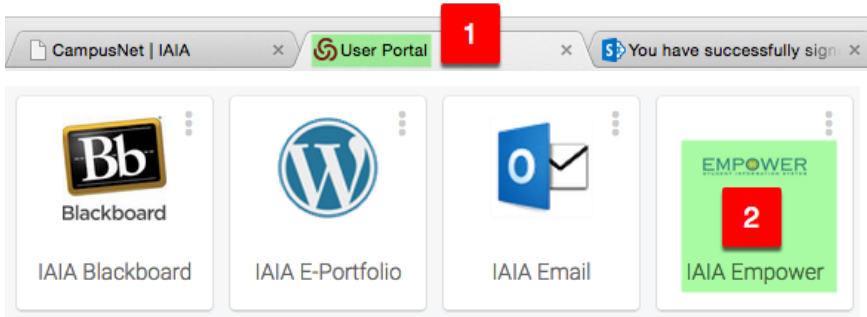


Now you'll sign out of IAIA email.



Log in to Empower

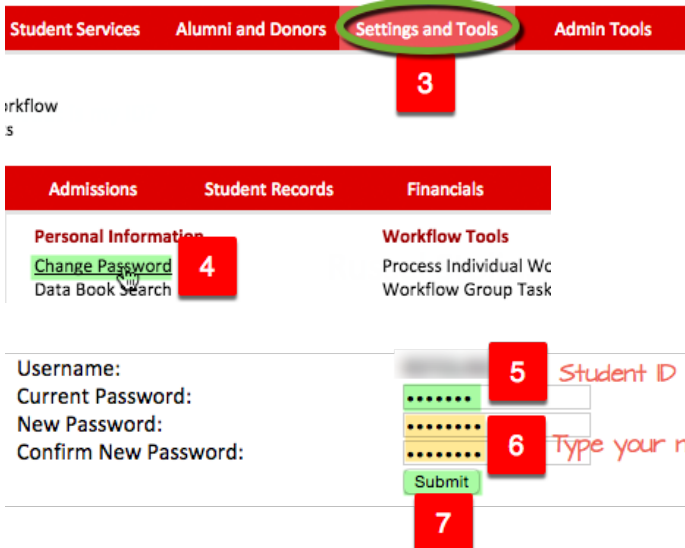
Now you'll use the IAIA Portal to view your registration information.
Return to the User Portal tab.



A new tab opens and you are logged into the IAIA registration system.

Change Your Password

It is highly recommended that you change your password in Empower.



Now that you've changed your password in Empower, you should also change it in the IAIA Portal. You'll do this next.

Update a Password in the IAIA Portal

First, you'll return to the User Portal tab.

The screenshot shows the IAIA Portal User Portal tab. The browser tabs at the top are 'CampusNet | IAIA', 'User Portal' (highlighted with a red box labeled 1), and 'Course Schedule - IAIA-PR'. The main content area has two buttons: 'IAIA Empower' (highlighted with a red box labeled 2) and 'IAIA Tech B'. A tooltip 'Application Settings' is visible over the 'IAIA Empower' button. Below the buttons is a 'User Identity' section with a play button icon. It contains a 'User Name' field and a 'Password' field (highlighted with a red box labeled 4). The password field shows a masked password '.....' and a red text prompt 'Your new password'. At the bottom, there is a 'Save' button (highlighted with a red box labeled 5 and a red circle) and a 'Cancel' button.

Now your IAIA Empower button is ready to log you in correctly with your changed password.

Tip: If you change the password on any other IAIA system, be sure to change it in the IAIA Portal as well.

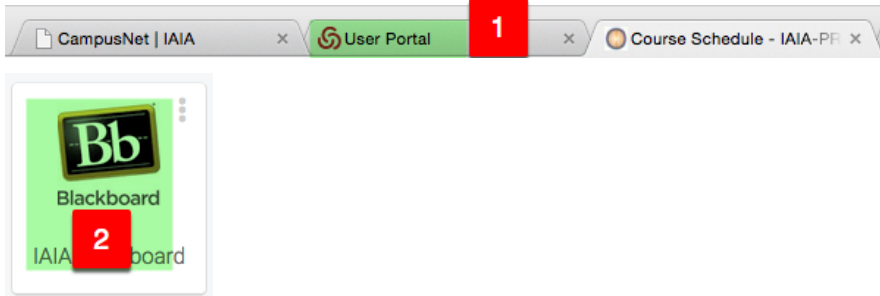
Switch back to Empower and Log Out

The screenshot shows the IAIA Portal User Portal tab. The browser tabs at the top are 'CampusNet | IAIA', 'User Portal' (highlighted with a red box labeled 1), and 'Program Menu - IAIA-PR'. The main content area has a red bar at the bottom with the text 'Logged in as' followed by a red box labeled 2 containing the word 'LOGOUT'. To the right of the 'LOGOUT' button are two links: 'Admin Tools' and 'Home'.

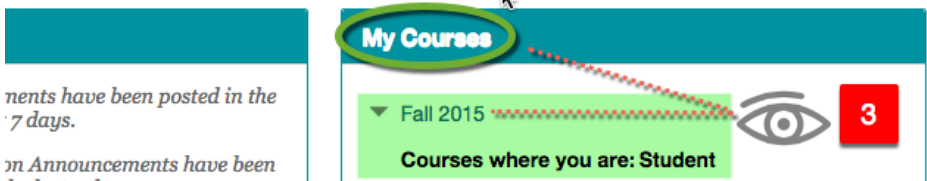
Log into Blackboard

Blackboard is IAIA's learning management system. You'll find details on courses such as the syllabus, assignments, readings, and other instructional materials.

First, you'll return to the User Portal, then login to Blackboard.



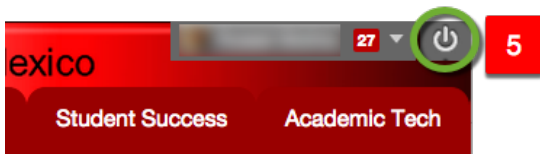
There may be courses listed for you in Blackboard for the coming term.



Blackboard also has tabs to useful resources such as the IAIA Library.



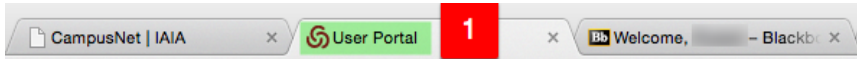
Logout of Blackboard



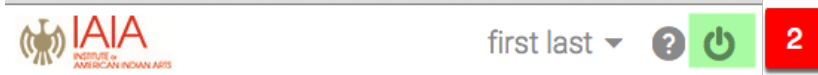
Signing out of the IAIA Portal

Particularly when you've been using a public computer, take care to sign out correctly from the IAIA Portal (and any other systems you've logged into).

First, you'll return to the User Portal tab.



The "power" button on the upper-right corner of the page logs you out.



The Sign In page appears again.


This completes the tutorial on our new the IAIA Portal system.

For additional help with this system, make an appointment with one of our technology tutors. Or see a member of our Information Technology or Academic Technology staff.

Add a Browser Extension (if necessary)

If your browser needs an extension to run with the IAIA Portal, you'll see a prompt. Some browsers, such as Google Chrome, require it. The one you use may not.

Note! The instructions below are specific to Chrome.



Apps Devices Activity Account

Add Apps Search: My tags Search Apps

1 One or more of your apps requires a browser extension to run. Click [here](#) to install it now.

2 User Portal https://pod1.centify.com/

Centify Browser Extension
 ★★★★★ (1)
 6,283 users
[View details](#)

It can:

- Read and change all your data on the websites you visit

3 Cancel Add

4 Centify Browser Extension has been added to Chrome.
 Manage your extensions by clicking Extensions in the Window menu.

[Go back to page 4](#) →