

Instructional Computing Services

<http://www.ics.appstate.edu>

Faculty: An AppalNET Overview

Logging In:

- 1) Click the 'AppalNET' link on the University Homepage, or point a java-enabled browser to <http://appalnet.appstate.edu>.
- 2) Notice the "Having problems logging in?" menu, which provides links to the Password Change Form, and information about supported browsers for AppalNET:
- 3) Log in by entering your official ASU User ID and password. If you have never logged into AppalNET, your password will be set to your Faculty ID number. Enter it into the 'Password:' field, without the dashes. You will then be prompted to choose a new password after you log in. **NOTE:** AppalNET is a case-sensitive system! Be sure to note the case(s) you use when you create your password.
- 4) If you are unable to log into AppalNET successfully, follow the link to the "Password Change Form" listed under the "Having problems logging in?" menu. This will allow you to set/change/synchronize your AppalNET password. If this effort fails, please call Tech Support at (828) 262-6266 to speak with a technical support specialist.

Look And Feel of AppalNET:

- 1) The default AppalNET tab provides you with a summary of available services. You'll notice two columns on the page, with each column subdivided into "channels," such as your 'Personal Announcements' and 'My Calendar' on the left, and your 'Class Links' on the right. Any channel may be maximized, minimized, or deleted (if deletion is allowed by the administrator) by clicking on the appropriate button at the top right of the channel. For more information on channels, please see the "Tutorial" tab along the top of the AppalNET window.
- 2) Along the top right, you'll also see links to other AppalNET resources: e-mail; personal, class, and group calendaring; and groups. To the extreme right are the logout and help buttons.
- 3) 'Faculty Services,' 'Class Links' (with 'Courses I'm Teaching'), 'Libraries,' 'Campus Resources,' and a 'Tutorial' and are also available independently through the tabs along the top of the page. Using the tabs to access these resources provides an unconstrained, full-page view, whereas a maximized channel has full screen width, but the height of the channel remains locked.
- 4) For personalization of the "My AppalNET" tab, please see the "Tutorial" tab for more information.