

MyAQ Faculty Quick Start Guide:

To Login

1. Open an Internet browser (Firefox, Internet Explorer, Safari).
2. In the address bar type <http://myaq.aquinas.edu> and press Enter.
3. On the login screen, enter your Aquinas username and ELM password.

MyAQ

Login to MyAQ

Username:

Password:

[Forgot Password?](#) [Login](#)

ELM

GUEST ACCESS

HEADLINES FROM THE MOOSE

- Additional Class Cancellations for Thursday, November 6
- Class Cancellation for Thursday, November 6
- Looking for a sitter
- Change in TE 141 for Spring
- How do I get to AQ Club Night on Friday?????
- Change in MS111 class for Spring
- Attention Scholarship Recipients -
- The Saint Meeting TONIGHT

Weather Information

Forecast for Today

Partly Sunny
Hi: 71 F

LOCAL WEATHER FORECAST

TODAY: Partly Sunny. Highs In The Lower 70s. Southeast Winds 10 To 20 Mph.

TONIGHT: Rain Showers Likely And A Chance Of

CURRENT EVENTS ON CAMPUS

ELM: Electronic Login Manager

Use of this system constitutes agreement with the Acceptable Use Policy (AUP – see www.aquinas.edu/computer). By logging in, I understand that I am responsible for all of my computer activity using Aquinas network resources and that any violation of the terms of the AUP may result in revocation of my access, disciplinary action and/or legal action.

4. Click Login.
5. The main menu will be displayed, click the Faculty link.

Main Menu

WELCOME TO *My*AQ

[LOG OUT](#) [MAIN MENU](#) [CONTACT US](#)

[CLICK HERE TO RETURN TO ELM](#)

Welcome

MyAQ gives students, faculty, staff, and the community access to the Aquinas Administrative system.

Select your point of entry to the right for the function you wish to perform.

MAIN MENU

Students

Faculty

Employees

Advisors

[CLICK HERE TO RETURN TO ELM](#)

Current Version of MyAQ is 3.1.3

[LOG OUT](#) [MAIN MENU](#) [CONTACT US](#)

Faculty Menu Options

WELCOME TO *My* **AQ**

LOG OUT MAIN MENU FACULTY MENU CONTACT US

FACULTY - WEBADVISOR FOR FACULTY MENU Welcome

Personal Profile

[Position Summary](#)

Faculty Information

[Class Roster](#)
[Advisees](#)
[Aquinas Grading](#)
[Search for Sections](#)
[My Class Schedule](#)
[Student profile](#)
[Aquinas Advisees](#)

LOG OUT MAIN MENU FACULTY MENU CONTACT US

1. **Position Summary** displays your current position information at Aquinas College.
2. **Class Roster** allows access to class rosters based on term or a date range and provides access to Student Profile information for a student listed on the roster. Faculty can email their students directly from MyAQ!
3. **Advisees** displays a list of all or current advisees and their student ID, academic program, ungraded credits, attempted credits, and completed credits for each student listed.
4. **Aquinas Grading** allows faculty to submit semester progress reports and final grades for courses.
5. **Search for Sections** will allow you to search for classes that are offered in a specified semester by various criteria such as subject, course number, section number, meeting times, meeting days, keywords in course title, or instructor's last name.
6. **My Class Schedule** displays a list of classes you are teaching for a specified semester and gives information such as meeting days, times, and locations. It can also display details about a course listed by clicking on the name of the course.
7. **Student Profile** allows advisors and professors access to student profile information for assigned advisees and students enrolled in their courses. Students are found by entering an Aquinas ID or Social Security Number. The profile includes contact information, majors, and minors.
8. **My Advisees** will display a list of all or current advisees and allow access to completed courses, schedule, a summary of test scores, advisor approval for online registration, and student profile (see item 7 above).

Additional Links

In the upper right corner there are additional links to log out, navigate to another menu, access help information, or find contact information for various departments. Often these links are duplicated in the lower right corner.

Please see additional documentation for the Employees and Advisors menus.

Any class roster can be exported to Microsoft Excel using a specially developed Excel Macro. This is easily accessed from the Start menu. Go to Start, Programs, Colleague, MyAQ and choose MyAQ – Roster Export to Excel. This will open Excel and prompt you through the necessary steps to export your roster.

Aquinas College - Course Roster Import

- 1) Log into MyAQ using your ELM account credentials, and retrieve a course roster.
- 2) In the web browser, select the "Edit" menu and click the "Select All" option.
- 3) While still in the web browser, select the "Edit" menu and click the "Copy" option.
- 4) Click the "Import" button below to copy the roster into Excel.

Import **Cancel**