

My AQ Faculty Quick Start Guide:

To Login

1. Open an internet browser (Firefox, Internet Explorer, Safari)
2. In the address bar type www.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](#)

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 MyAQ

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

Welcome

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.

MAIN MENU

- Students
- Faculty
- Employees
- Advisors

Faculty Menu Options



1. Position Summary – Will display your current position information at Aquinas College.
2. My Advisees – Will display a list of all or current advisees and allow access to transcripts, a summary of test scores, and a student profile which includes contact information, majors, and minors.
3. Advisees – Will display a list of all or current advisees and student ID, academic program, cumulative GPA, ungraded credits, attempted credits, and completed credits for each student listed.
4. Aquinas Class roster – Allows access to class rosters based on term or a date range. Will also allow access to Student Profile information for a student listed on the roster.
5. Search for classes – This feature 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. 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. The profile includes contact information, majors, and minors.
8. Aquinas Grading – Allows faculty to submit midterm and final grades for courses.

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.

