

ORIENTATION

New Online Associate
Evening Associate
All New to AIB Bachelor's Students



Welcome to AIB! All students on the AIB campus attend an important orientation regarding different aspects of campus life at AIB. Day students come to campus, but for Online, Evening, and new to AIB Bachelor students we will complete the orientation online using our web conferencing software called ElluminateLive. You can attend this session from any computer that has a connection to the Internet and has speakers or headphones to hear the presenter.

ALL NEW ONLINE, EVENING, AND NEW TO AIB BACHELOR'S STUDENTS ARE REQUIRED TO ATTEND ONLINE ORIENTATION.

We will cover important highlights you will need to know as you begin the term including:

- How and when to contact your advisor
- Understanding your financial aid package
- Paying your bill
- How to get your textbook and textbook policies
- How to log into your email account
- How to log into your classes in Blackboard
- Completing and returning required forms for your permanent file
- Question and answer session

Each session will take about 45 minutes to cover materials and will have 15 minutes to take questions. We encourage you to attend the live session hosted by several departments on campus so you can ask questions. If you cannot attend, the orientation will also be recorded for you to watch at a later time.

To attend the session, please follow the directions on the next page. Please make sure your speakers or headphones are plugged in prior to going to the site. You do not need a microphone.

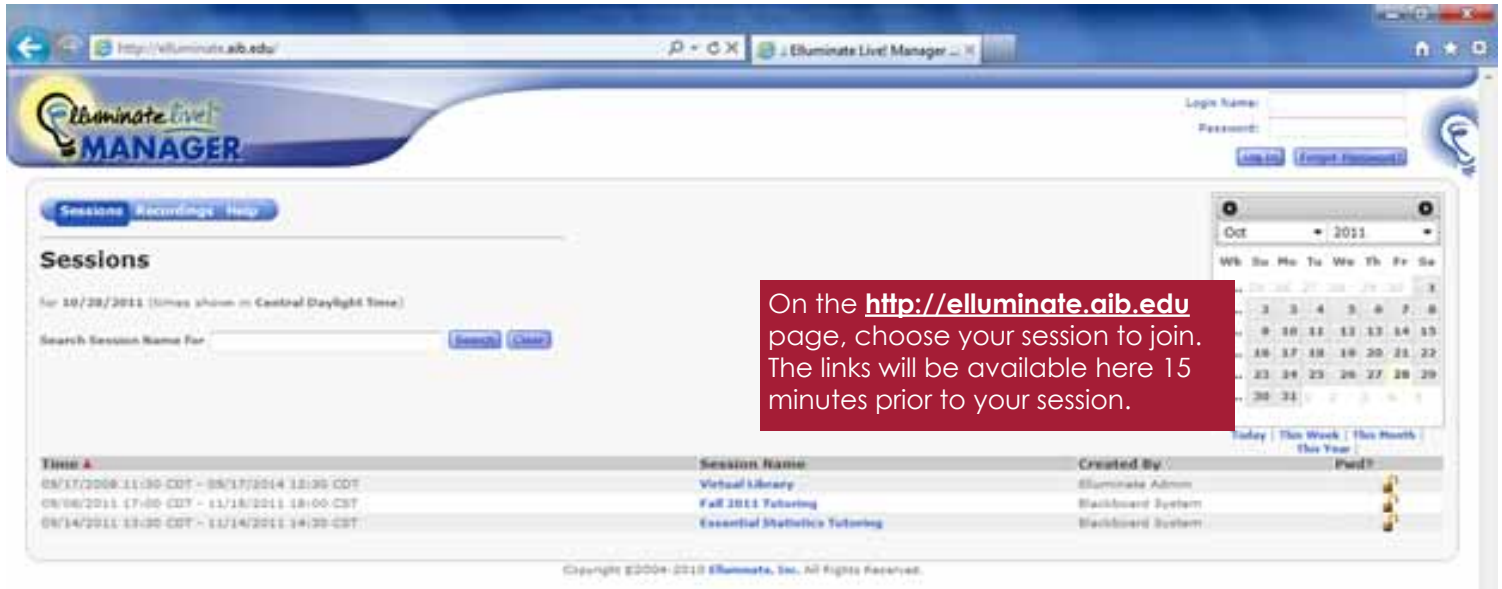
New and Re-entry Student Orientation

Thursday, February 23, 2012

6:30 – 7:30 p.m., Central Standard Time

To log into the live session on February 23:

1. Open your Internet browser and go to <http://illuminate.aib.edu>. Internet Explorer and Firefox work best for PC computers. Safari works best for Macintosh computers.
2. Click on the link for your session.
3. Make sure the Guest option is selected. Then enter a valid e-mail address and your name in First Name Last Name format (example – Todd Jones). Press Log In.
4. The session will automatically launch or choose the link to launch the session.
5. Choose your connection speed: LAN for on campus, 56 K for Dial Up, or High Speed for DSL and Cable.



How Early Can I Log In?

You may log in up to 15 minutes prior to the event. If this is the first time you will be using Elluminate for an online meeting, you may be prompted to download some software which may take anywhere from 2 to 20 minutes depending upon your Internet connection speed. You can pre-configure your system with the required software by going to the support page located at: <http://www.illuminate.com/support/>.

How Can I View The Session If I Can't Attend?

If you are not able to attend the session, you will receive an email from Advising Department with the link to the recording so you can watch the orientation and pick up the forms you need to sign. You can also find the recording on the <http://illuminate.aib.edu> page. Choose **Recordings** from the menu and **February 23** from the date on the calendar.

What Do I Do If I Need Help?

If you run into problems, you can call the **Elluminate Support line at 866-388-8674 option 2** or the **AIB Help Desk at 515-246-5343**.