



INFORMATION TECHNOLOGY SERVICES

ACCESSING NAZARETH SYSTEMS



Why it Matters

The College is committed to fostering success for all of its constituencies. The ability to access your Nazareth accounts is a critical component to that success. Each member of the College community has two accounts:

1. **Nazareth Email Account** – This is the official email address the College uses to send critical reminders and information (e.g., application statuses, billing information, course schedules, employment information, etc.) to its constituencies.
2. **myNaz Password** – The myNaz password is a single account that follows you throughout your involvement with Nazareth and can be used to access several systems at the College, including NazNet and Moodle. It cannot be used to access your Student/Alumni email account but it is used for Staff/Faculty email accounts.

Below you'll find a description of each system along with the steps required to log in. If you experience any difficulties, please contact the Technology and Media Service Desk at x2111.



Google Mail Nazareth Email for Applicants and Students

Google Apps Mail is the Nazareth applicant and student email system. Professors and other campus offices

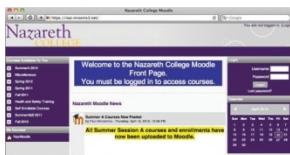
use it to communicate with applicants and students about important college matters. To access your Google Mail account:

1. Visit go.naz.edu/google to access the Google Mail home page.
2. Enter your username (with @mail.naz.edu appended) and initial password, and click on the 'Log In' button. Your initial password is 'Nazareth' + the last four digits of your SSN (e.g., Nazareth1234).

myNaz Password

To set up your myNaz Password, please ensure you have access to your Nazareth email, then perform the following steps:

1. Visit auth.naz.edu and click 'Activate Account.'
2. Follow the on-screen instructions to verify your account.
3. Define your security questions to help protect your account.
4. Set your password.

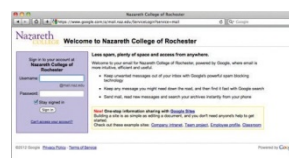


Moodle

Moodle is Nazareth's course management system. All courses are automatically created in Moodle and many instructors use the system to post and retrieve assignments. It will

be your instructors' responsibility to inform you of whether or not they will use this learning management system. To access Moodle:

1. Visit naz.edu/moodle to access the Moodle home page.
2. Enter your username and myNaz password, then click 'Login.'



Google Mail Nazareth Email for Faculty and Staff

Google Apps Mail is the Nazareth faculty and staff email system. Several campus offices use it to

communicate with faculty and staff about important college matters. To access your Google Mail:

1. Be sure you have activated your MyNaz password first (see below)
2. Visit go.naz.edu/google to access the Google Mail home page.
3. Enter your MyNaz username (with the @naz.edu appended) and password, and click on the 'Log In' button.



NazNet

NazNet is the gateway to your personal record at the College.

Through this interface, applicants can view the status of their application; students can register for courses, pay their bill, view their schedule, and retrieve their grades; faculty and staff can access class rosters, view information about their position, and print W2s. To access NazNet:

1. Go to naznet.naz.edu and click the 'Log In' tab on the top right of your screen. For applicants, please visit go.naz.edu/mynaz and log in to NazNet from there.
2. Enter your username and myNaz password, then click 'Submit.'

