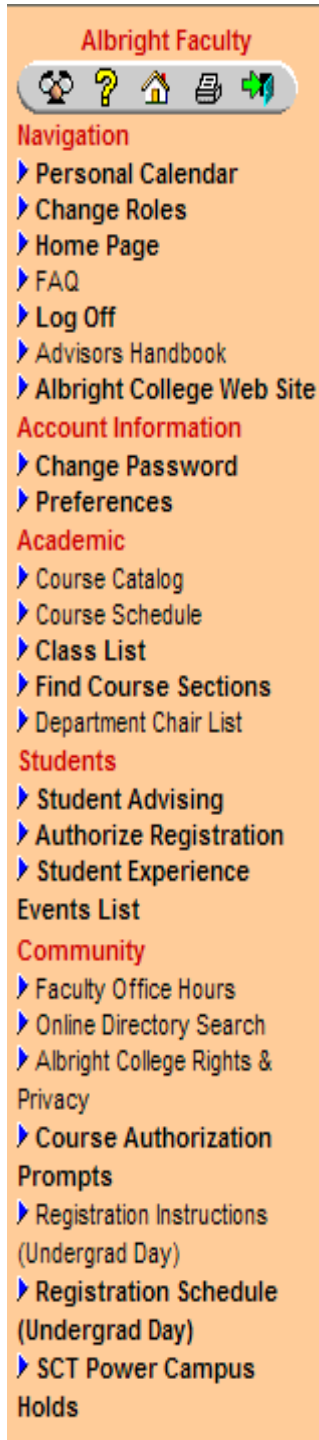


# IQ.Web Faculty Reference Summary

Access IQ.Web through the Albright “Quick Links” section at the top of the Albright website. Internet Explorer is the browser recommended by the vendor.

Your login id is your official Albright email address minus the ‘@alb.edu’.

Your password is the first initial of your first name and first initial of your last name followed by the last 4 positions of your Power Campus number. For example, John Facultytest’s password is jf1234. Remember to use all lowercase letters. It is recommended that you change your password from the assigned default password.



→ Indicates your IQ.Web role



## Navigation

Allows you to Change Roles; make sure your role is ‘Albright Faculty’.

Access the IQ.Web Home Calendar Page and view IQ.Web FAQs

Log off your IQ.Web session

View the Faculty Advising Handbook and Return to Albright’s Home Page

## Account Information

Here you can change your Password and Password Hint as well preferences like your Nickname and Calendar Info.

## Academic

Review the Course Catalog and Course Sections by year and term

View / print your course schedule by year and term

View / print your class lists; email students; download class list to Excel

## Students

Student Advising: View student records for your advisees

View the number of experience events attended by students

Authorize students for Registration

## Community

View Faculty Office Hour information

Online Directory Search: Search online Student and Faculty directories

Registration Schedule, Instructions, and Power Campus Holds