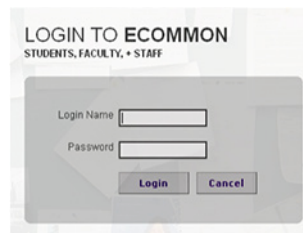


# eCommon for Students

## Logging in

Go to <http://ecommon.emerson.edu>

In the **Login Name** and **Password** fields, enter your ECnet username and password. Then, click the **Login** button.



## Logging out

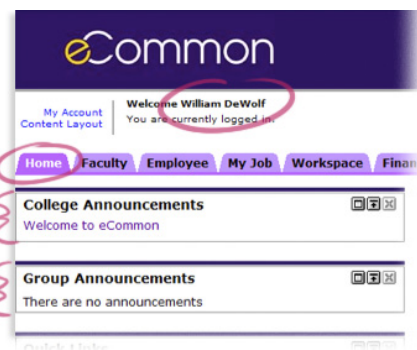


Once you have successfully logged in, you can log out by clicking the **Logout** icon in the upper right corner to end your session in eCommon. This is very important to protect your personal information!

## Getting acquainted

When you log in, you should see a welcome message with your name near the left side, just below the eCommon graphic.

eCommon is organized in a series of tabs, such as the **Home** tab, and boxes of content that are called *channels*. To navigate through eCommon, click on any of the tabs and browse through the channels.



## Using the Channel Toolbars



Each channel has a series of toolbar icons in the upper right corner that allows you to customize your view of the channel.



The **focus** button allows you to expand a channel.



The **minimize** button collapses the content in a channel. This might allow you to see content that was below the channel but required scrolling to see it.



**Delete:** Some channels allow you to remove/delete the channel from your view. (Most can be retrieved if accidentally removed.) However, some critical channels have been locked by the system so they cannot be deleted. If a channel is locked, the X in the toolbar icon will be gray and will not be clickable.



The **edit** icon looks like a pencil and appears when you have additional abilities to enter data or edit what appears in the channel.

## eCommon Highlights

Keep in mind that the eCommon will be designed in phases, so tabs and channels will be changing as new features are made available. Below are a few highlights:

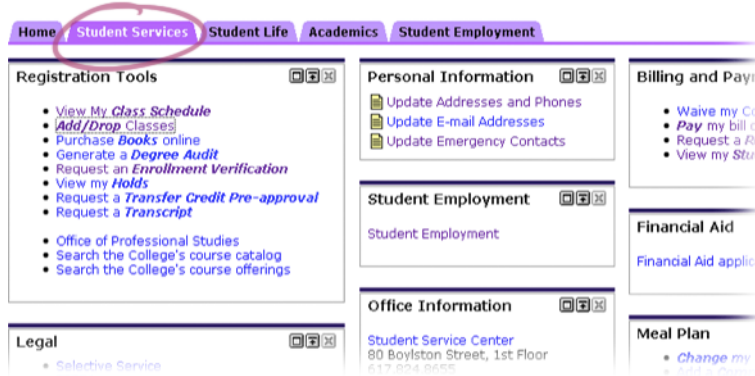
### Home Tab

- **College Announcements:** Emerson College will post important notices like campus closures or big news in this channel when all faculty, students and employees need to be notified.
- **Group Announcements.** These notices are targeted specifically to you based on your function or role at the college.
- **News, Events and Workshops:** RSS feed to the latest college information. Click on the **Calendar** for additional information on future events and workshops.

# eCommon for Students | continued

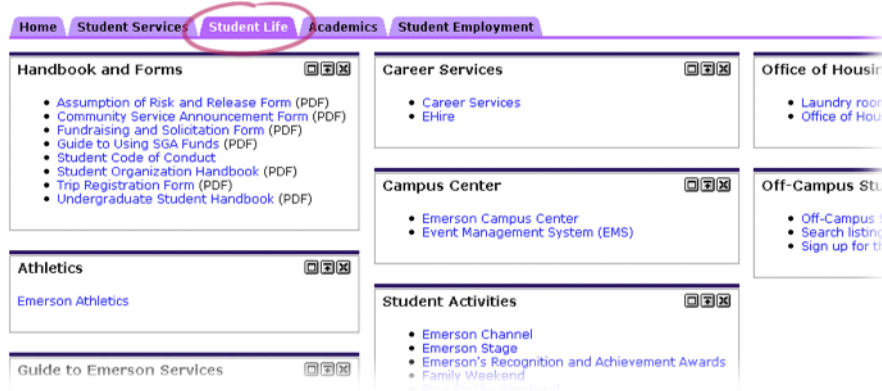
## Student Services Tab

This tab provides access to your schedule, registration, holds, billing, financial aid, meal plan selections and other important information.



## Student Life Tab

This tab provides information on student life including handbooks, Career Services, student activities and other information. Channels on this tab will change depending on if your student level.



## Academics Tab

This tab contains helpful link to resources such as WebCT and information regarding your advisor, academic profile and academic department contacts.

