

AUDirect: Getting Started Guide

AUDirect Address: <https://audirect.antioch.edu/2.0/>

Can't login? <http://helpdesk.antioch.edu>

The layout of **AUDirect** is designed to be simple and easy to use. In the top section is an employee directory search feature (the magnifying glass icon) that allows you to locate contact information for Antioch staff and faculty, news (the newspaper icon) and announcements (the bullhorn icon) features. The section on the left side of the page contains a number of dropdown menus that provide links to services, content, help, and tutorials. The **Services** section contains a number of icons for a variety of Antioch-related software applications (note that the icons that are visible will vary somewhat from user to user) that can be dragged to the icon area near the top of the page. The **Help and Tutorials** section contains tutorials that explain in detail how to edit AUDirect so that you can customize it to your specific needs and should be your first stop after login the first time. The **Remote Learning Guide** provides a wide variety of content from the Academic Technology Department to help get your learning experience at Antioch jump started (there is also a companion **Remote Teaching Guide** for faculty, not shown).

Among the services available through AUDirect include:

- **Gmail** - provides access to your AU email
- **Calendar, and Drive** - provides access to file storage and a whole suite of Google tools to share and work collaboratively on documents, and much more
- **Self Service and AUView** - enables the student user to locate a variety of academic and financial information, including registration, financial aid, academic credit reports, and narrative evaluations, while employees will find payroll and variety of human resources information, such as leave and earnings statements
- **Zoom** - allows students work collaboratively and attend remote learning session via video conferencing
- **AU Sakai** - enables users to participate in online and hybrid courses, and access collaborative team and academic department sites.

