



## AUDirect: Getting Started Guide

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

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

The layout of **AUDirect** is designed to be simple and easy to use. In the top section, there are a number of Quick Launch buttons for a variety of Antioch-related software applications (note that the buttons that are visible will vary somewhat from user to user). Among them are: **Gmail & Apps**, which provides access to your AU email and a whole suite of Google tools to store and work collaboratively on documents, create calendars, conduct text/video chat sessions, and much more; **myAntioch** enables the student user to locate a variety of academic information, including registration, academic credit reports, and narrative evaluations, while applicants and students will find financial aid information, and employees payroll and human resources information; and **AU Sakai** enables users to participate in online and hybrid courses, and access collaborative team and academic department sites.

Below the top section is an employee directory search box that allows you to locate contact information for Antioch staff and faculty. The final section contains a number of dropdown menus that provide useful information, enable you to tailor various **AUDirect** features, and allow you to provide feedback to us.

The screenshot shows the AUDirect interface with the following callout boxes:

- Displays information about each application.** (points to the menu icon)
- Quick Launch buttons to applications. These will vary depending upon user access.** (points to the row of application icons: Gmail & Apps, my Antioch, Sakai, Media Server, AU Portal)
- Search the employee directory.** (points to the search box)
- Click the '+' symbol to open a section and the '-' symbol to close it again.** (points to the expand/collapse icons on the 'Access Services' menu item)
- Contact information for Employee Services, Library Services, and University Policies is here.** (points to the 'Access Services' menu item)
- New university-wide announcements appear here.** (points to the 'View Announcements' menu item)
- See the number to the right? It tells you how many new announcements there are.** (points to the number '5' next to the 'View Announcements' menu item)
- You can change a variety of AUDirect settings here including the app timeout\*, and color scheme, as well as settings for AUeID and other Antioch applications.** (points to the 'Manage Settings' menu item)
- Submit new Help Desk tickets quickly.** (points to the 'Get Technical Help' menu item)
- News from all of Antioch's campuses can be found here.** (points to the 'Read AU News' menu item)
- Want to see a new feature added or want something changed? Tell us about it.** (points to the 'Provide Feedback' menu item)

\* - **Security Notes:** If you extend your timeout, remember that this increases the risk of malicious access to your accounts. Take sensible precautions when leaving your computer unattended. If you use AUDirect on a public computer, always remember to log out when your session is complete.