



Setting Up AUDirect Access

AUDirect can be used by Antioch students, applicants, faculty and staff to quickly access a variety of Antioch University applications, services, and information. AUDirect uses *your personal, non-Antioch email address* to communicate information needed to perform password changes and User ID reminders. *If you do not have access to this email account, or have not provided a personal, non-Antioch email address, you should contact the helpdesk at 866-662-0056 for all user id/password related issues.*

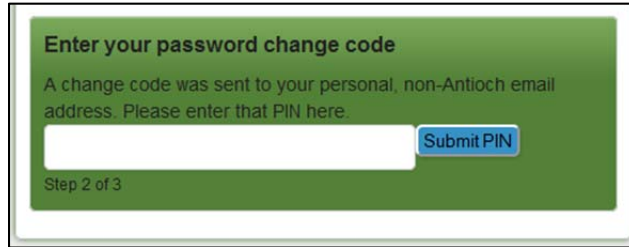
To set up access to AUDirect, follow these steps:

1. Go to <https://audirect.antioch.edu> and enter your seven digit Antioch user ID number.

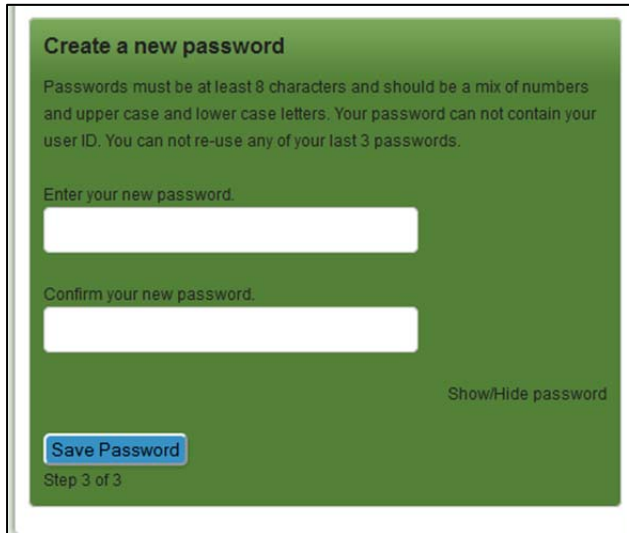
You should have been provided your seven digit Antioch user ID number in a welcome letter. If you did not receive this letter, or do not have access to it, click on the 'Forgot User ID' link, enter your personal non-Antioch email address, click the blue 'Send my ID' button and the user ID number will be sent to that email address. Note that the address entered must match the non-Antioch email address Antioch University has on file for you.

2. Once your Antioch user ID is entered, the window will change and a link will appear. Click the blue **'Click here to set or change your password'** button to be taken to the password change code screen. This will automatically cause a pin code to be emailed to your non-Antioch email account.

3. Enter the PIN code and click the **'Submit PIN'** button.



4. On the screen that follows, create your new password. Passwords must be at least 8 characters and should be a mix of numbers and upper case and lower case letters. Your password cannot contain your user ID. Click the blue **'Save Password'** button when finished.



5. Once your password has been set up successfully, you will receive the following confirmation screen:



Click the **'Login'** button to proceed into AUDirect.

6. You will see the AUDirect screen after you successfully login. For more information about AUDirect, see the *AUDirect Getting Started Guide*.