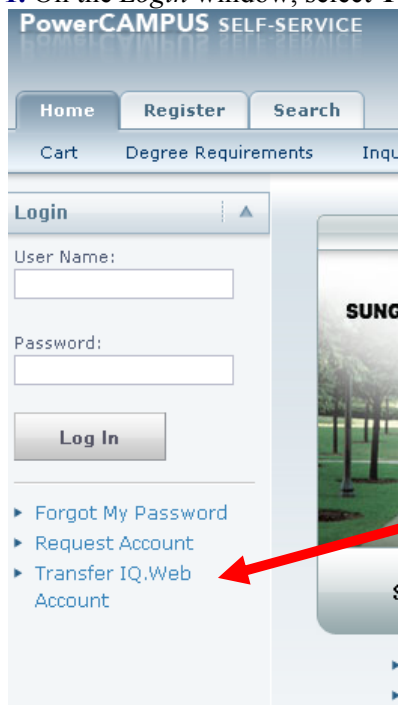


Using Your IQ.Web Account to Log In

If you had a PowerCAMPUS IQ.Web account before we upgraded to PowerCAMPUS Self-Service and the **Transfer IQ.Web Account** link is displayed on the *Login* window, you can use your IQ.Web User Name and Password to log into Self-Service for the first time. The system will then create a Self-Service account for you and e-mail your new Self-Service User Name and Password to your preferred e-mail address.

1. On the *Login* window, select **Transfer IQ.Web Account**.



2. Enter your IQ.Web User Name and Password.

3. Select **Transfer Account**.

Transfer IQ.Web Account

Enter your IQ.Web User Name and Password, and select Transfer Account. The system will create your Self-Service account and send you an e-mail with your new User Name and Password.

* = Required

User Name: *

Password: *

[Self-Service Home](#)

4. If your information is found in the system and you have an e-mail address on file, the system will display a confirmation message to let you know that:

- Your PowerCAMPUS Self-Service account will be created, and
- Your new Self-Service **User Name** and **Password** will be e-mailed to your preferred e-mail address.

5. Select **Finish transfer process**.

Transfer IQ.Web Account

Your IQ.Web account has been transferred to Self-Servi Self-Service user name and password. Then select the f the transfer process.

▶ [Finish the transfer process...](#)

6. Access your **e-mail** account and open the message that you just received with your Self-Service **User Name** and **Password**.

7. Enter the following information:

You are required to change your password. Enter your current password and then yo password must be at least 7 characters long and should include numbers, upper-case least one special character (like !, @, #, %, \$, &, or _).

New Password Enter the new password you want to use to log into Self-Service. Select a password which:

- Is easy for you to remember, but difficult for others to guess
- Includes upper-case and lower-case letters, and numbers
- Includes at least one special character, like !, @, #, \$, %
- Contains 7 to 16 characters

Current Password:

New Password:

Confirm New Password:

Current Security Question: Enter your new Security Question here

New Security Question:

New Security Answer:

Current Password Enter the Self-Service password EXACTLY as it appears in the e-mail that was sent to you.

Confirm New Password Enter your new password a second time for confirmation.

New Security Question Select the security question that should be used to identify you if you forget your password. Select a question for which other people would not be able to guess your answer.

New Security Answer Enter the answer to the specified.

8. Select **Update**.

9. Read the confirmation message, which states that your password and your security question and answer have been updated.

10. Select **Self-Service Home**.

PowerCAMPUS SELF-SERVICE

Your Self-Service password and security q
password to log in.

[Return to Home](#)

PowerCAMPUS Self-