## **IQWeb Instructions for Students**

1. In order to set up an IQWeb account, new students should go to the seminary's website (<u>www.nobts.edu</u>) and click on the "IQWeb" link on the menu-bar on the left hand side of the screen.



2. Next, click on "Request Access" on the IQWeb home page.



3. Next, click on "Current Members of NOBTS without IQ.Web access." Please note that this is only for people who do not already have IQWeb accounts. If you are a current student who has forgotten your IQWeb login name or password, do not attempt to set up a new account. Instead, please email <u>IQHelpDesk@nobts.edu</u> for help with your account.



4. Fill in all of the necessary information on the following webpage and select "Request Account." Be sure to fill in all fields with asterisks next to them.

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5. This process will set up an IQWeb account for you that you will use to check your account with the seminary, register for classes online, etc. To sign on to IQWeb, follow the instructions in step #1 that take you to the IQWeb homepage, and click "Login."



6. Enter your login ID and password. Remember that your password is case-sensitive.



7. To check your account, logon to IQWeb and click on "Current Balance/Account Information" to view your account history. To view your current balance, including anticipated aid, click on "Online Payment." This link will also give you the option to pay your balance online with a credit card by paying off the amount listed under "Anticipated Balance."

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8. All returning students should register for classes online through IQWeb. To do so, login to IQWeb during the appropriate registration period, and follow the instructions for online registration found at the bottom of the screen. All returning students who fail to register online will be assessed a \$100 late registration fee.

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9. All students must make sure that their contact information in IQWeb is up-to-date. The seminary uses the email and contact information in IQWeb to send out important information related to student balances and online registration. It is the student's responsibility to ensure that this information remains current. To update your email address, click on the "Update Preferred Email Address" link on the IQWeb homepage.

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10. If you have any problems logging on to IQWeb, email <u>IQHelpDesk@nobts.edu</u>.