Email Account

To access your Anderson University email account, please do the following:

1) Visit www.andersonuniversity.edu and click Student Email on the left menu

2) Username: Enter acnt\ and the Username from your email address (Ex: acnt\jsmith1234)

3) Password: Passwords will be the student ID followed by “@au” (e.g., 000025174@au”).

It is strongly suggested that you change your password as soon as you access your mailbox from your web browser. If you do change it, please remember it, because Anderson University cannot retrieve your password.

If you find that you cannot access your box, or the web page above will not give you a mailbox id, please email help@andersonuniversity.edu and someone will get back to you as soon as possible.

As an MBA student you are responsible for maintaining your email account. Your professors will use email as the primary method of communication. You are responsible to read and respond to your AU email.

Self-Service

https://trojansweb.andersonuniversity.edu/selfservice/Home.aspx

1) Username: Same as AU e-mail
2) Password: Same as AU e-mail
3) Once logged in go to search courses
4) Type in the name of the course and click search
5) Click add to cart
6) Once all courses have been added click submit at the bottom of page
7) To drop a course, check the box beside each course. Click submit.

Self-Service is the location where your professors will be listing your grades. Professors are not allowed to email you your grades in an email because of security considerations.
AU Moodle

1. http://moodle.andersonuniversity.edu/
2. Username: Same as AU e-mail
3. Password: Same as AU e-mail

AU Moodle is the MBA classroom website where your professors will be posting homework and assignments. You are responsible to participate and interact within your classroom online activities as part of being an MBA student.

Changing Your AU Password

1. Open Internet Explorer, go to http://www.andersonuniversity.edu/, point your mouse to left hand side and click “Student Email.”

2. Enter your current AU email username and password combination.
Username = everything before the @ symbol in your email address
NOTE: if off-campus and using Internet Explorer as your browser, include “ACNT\” before your username.
3. After logging in, look to the bottom left of the screen and click the “Options” bar.

1. On the frame on the right side, scroll to the bottom of the page.
2. Click the “Change Password” button.
6. Enter the following information and click the OK button:
   Domain: ACNT
   Username: everything before the @ symbol in your email address
   Old password: the password you just used to log into Webmail
   New password: the new password you want to start using (must meet set requirements)
   Confirm new password: enter the new password as above
You should see the message below.

The system may immediately ask you to log in with your new information. Also, if you are a member of the faculty or staff, you will need to use this new password to log into your computer.
Setting up AU email on iPad

1. Select the “Settings” icon
2. Select “Mail, Contacts, Calendars”
3. Select “Add Account”
4. Select “Microsoft Exchange”
5. Enter the information displayed in Figure 1
6. Press “Next”
7. Enter the server name as aumail.andersonuniversity.edu (see Figure 2)
8. Press “Next”
9. Accept certificate (if necessary)
Connecting iPad to Anderson University's wireless network

In the classroom:

2. Select the “Settings” icon
3. Select “Wi-Fi” to view available networks
4. Select AUMOBILE

In the residence hall:

3. Select the wireless network AUSTUDENT
4. Open Safari
5. Enter your AU username (e.g., jdoe12345) and password to connect