

NAVIGATING YOUR AUBURN PLATFORMS

PAYING YOUR ENROLLMENT DEPOSIT

You will use your Auburn First applicant portal (apply.auburn.edu/status) to pay your \$250 non-refundable enrollment deposit. This deposit is applied to first-semester tuition and is required to register for Auburn First courses.

You will use the login information from when you originally created your Auburn First application, **NOT** your new AU email and password.

ACTIVATING YOUR AUBURN USER ACCOUNT

Activate your Auburn user account at www.auburn.edu/activate. You'll enter your AU username (ex. xxx0000) and your Banner ID that was included in your Next Steps email.

You will be prompted to create a password. The password you create here will be the password you use to log onto all Auburn platforms (Canvas, AU Email/Outlook, AU Access, etc.).

WHAT LOGIN DO I USE WHERE?

- **AU Access:** Auburn username (ex. xxx0000) & password
- **Canvas:** Auburn username (ex. xxx0000) & password
- **AU Email:** Auburn email address (ex. xxx0000@auburn.edu) & password

USING DUO MOBILE

You will be prompted to install and set up DUO Mobile, the university's two-factor authentication tool. This tool helps keep your Auburn accounts secure! The below resources will help you navigate DUO Mobile as you set up all your Auburn accounts:

- **What is DUO Mobile:** duo.auburn.edu
- **Troubleshooting DUO:** aub.ie/duoinstructions

ACCESSING YOUR AUBURN EMAIL

After you've activated your Auburn user account, you'll want to log into your Auburn email account for the first time. You can access it at owa.auburn.edu OR by downloading the Outlook app to your mobile device (highly recommended).

- If you already have an email in Outlook or your high school email is housed on the Outlook platform, you will need to log out and then enter your Auburn email and password. Going forward, you'll need to "sign in with a different account" (website) OR [add a second account](#) (desktop or mobile app, *recommended*).

You'll use your full AU email address (ex. xxx0000@auburn.edu) and your Auburn password to log in.

IMPORTANT: If you do not remember your password, do NOT try to reset it from Outlook! You will be locked out of your account and will need to contact the OIT Helpdesk to unlock your account. To re-set your password, go to www.auburn.edu/myaccount.

USING AU ACCESS

While you are an Auburn University student, AU Access is your point of access for useful applications and services, such as registration, advising, e-Bills, midterm/final grades, parking, etc. **While you are in Auburn First, you will mainly use AU Access to view your schedule, pay your e-Bill, and access student resources such as Canvas and your Auburn email.**

As an Auburn First student, you will NOT use AU Access to add or drop courses.

You can log in to AU Access at: auaccess.auburn.edu. You can also find on the general Auburn University website! You'll use your AU username (ex. xxx0000) and password to log on. In AU Access, you'll find:

- Canvas (accessing your Auburn First courses)
- AU email (receiving updates about the Auburn First program & communicating with professors)
- Advise Assist (scheduling Academic Coaching, peer tutoring, etc.)
- E-Bill (paying your tuition)
- Midterm/Final Grades
- Academic resources (Miller Writing Center, Academic Support)

LOGGING INTO CANVAS

You will likely access Canvas for the first time through your invitation to the Student Orientation course, which is sent to your AU email account once your enrollment deposit has been received. After clicking 'Get Started', you'll be prompted to enter your AU username (ex. xxx0000) and password.

To access Canvas again in the future, go to auburn.instructure.com or click on the Canvas icon in AU Access.

This is where you will access your Auburn First courses and submit assignments. Once your course is published by your professor, you will be able to view it on the *Dashboard*.

- You will also see several icons in the menu bar on the lefthand side of your screen, which are labeled: Dashboard, Courses, Calendar, Inbox, History, Commons, and Help.
- You can use *Courses* to see current and past enrollments, and *Calendar* to view assignments for your course(s), which is most helpful if you have more than one course and/or are juggling lots of assignments in your regular high school courses.
- The Inbox icon will lead you to your direct messages, where you can message your professor and/or your classmates.

IMPORTANT: Your Canvas 'Inbox' is **NOT** linked to your AU email. Sending a message here does **NOT** mean you emailed someone.