Welcome to Iowa State University Distance Education!
The following information will guide you through the process to access your university account, grade reports, and ISU e-mail. Note that e-mail is the primary form of communication for your classes as well as your Iowa State University business. Therefore, it's important that you check your ISU e-mail frequently for all Iowa State communication.

Getting Started: What you need to know for your ISU Accounts

1 Establish your AccessPlus account and view your university ID. AccessPlus is your secure and confidential university account. You will use your AccessPlus account to check your university bill and grade reports. *Grade reports and university bills are not mailed to students.* Also, AccessPlus can be used to change your address, pay your university bill, and check your class schedule.

How to do it:

a. Go to https://accessplus.iastate.edu

Please Note: After logging into AccessPlus, view your ISU ID’s using the link from the left menu. You need your university ID to set up your ISU Net-ID (e-mail account).

b. Choose Social Security for “Login Method.”

c. Type SSN in login ID field (no spaces or hyphens). *

d. If you have never used AccessPlus, your default password will be your birth month and birth date in 4 digit format: (e.g., January 1 = 0101).

e. You will need to reset your password after you have logged in.

*If you did not supply your social security number to Iowa State University, send an e-mail to distance@iastate.edu with your name and contact information. You will be contacted with your university ID information.

2 Establish an Iowa State e-mail account. Your Iowa State e-mail account is essential for your billing notifications, important updates and information from distance education. Additionally, your Net-ID and password for this account allows you access to the E-Library and is your login for distance education courses.

How to do it:

a. Go to https://asw.iastate.edu/

b. Choose “Register,” located on the left portion of the screen (see example above). Follow the instructions to set up your e-mail account.

3 Remember to check your communication from Iowa State. The information you receive in e-mail as well as in the mail contains important details relating to your courses, including critical dates, deadlines, and information on how to access your class.

Also, the department and/or instructor for your course may have additional information pertinent to your learning experience.

Thanks for choosing Iowa State University Distance Education. Please contact distance@iastate.edu if you have a question or concern.
Dropping a Course
If you need to drop a course, contact the Office of the Registrar. **Informing your instructor that you want to drop a course is not sufficient.** All drops must be processed through the Office of the Registrar. If you do not contact the Office of the Registrar (directly or through Web Registration), the university will assume you are still enrolled and you will be billed for the full tuition. Non-payment of tuition does not constitute a drop of the course. Follow the steps below.

1. When you need to drop a course, contact the Registrar's office at 515-294-1889.
2. Have your university ID number, the course title and section number ready.
   You must drop the class no later than the day BEFORE the class is scheduled to begin, or you WILL BE billed.
   Tuition is calculated from the first day of class, and is based on the number of days you remain on the class list after the beginning date. You can verify your drop on AccessPlus or through the Registrar's office.

Activity Fee
The activity fee allows you to purchase tickets to certain Iowa State cultural and athletic events at student prices and use recreational and other services on campus.

The activity fee is optional if you are registered for only distance education courses. You may elect to pay the fee to be eligible for these benefits.

Contact the Office of the Registrar at 515-294-1889 for more information.

**REMINDER:**
You will not receive a bill in the mail. Check AccessPlus monthly for current charges.

ISU Cards
An ISU Card is used as a student library card, a meal card, and to use recreation facilities as well as other services on campus. If you live in or near Ames and plan to check-out items from the Parks Library or utilize other on-campus services, you will need to obtain an ISU Card. You should come to the ISU Card Office, Room 0530 Beardshear Hall, Ames, IA 50011 between 8 a.m. and 4 p.m. Monday through Friday.

If you do not reside near Ames and all of your courses are at a distance, an ISU Card is not required. You may access your ISU Card number in AccessPlus and can obtain access to the online services of the Parks Library.

Student ID cards without a photo are available upon request. If you are a new student enrolled exclusively in distance education courses at Iowa State University, and would like an ISU Card, please send an email to distance@iastate.edu. Include your name, full mailing address along with the department and course number of the course(s) in which you are currently registered for verification purposes. Your card will then be mailed to you in approximately 7-10 business days.

If you need immediate assistance accessing AccessPlus, send an email to distance@iastate.edu along with your name and daytime phone number and you will be contacted with information on how to login.

Document Delivery Services
http://www.lib.iastate.edu/info/6219

This website has general information about Document Delivery services: how to order materials, delivery methods, and fees and payment methods.

e-Library Information
http://www.lib.iastate.edu/info/6219
You are able to access the ISU library online. The above URL takes you to where you can find necessary information about how to use the resources that are available to you.

www.distance.iastate.edu
Check the distance education web site at www.distance.iastate.edu for the latest information regarding courses. You’ll also find links to resources for computer questions, library, textbook information, and program information.

Definitions
- AccessPlus: your personalized and secure online resource for accessing your confidential university information and web applications.
- University ID: the nine-digit number that can be used (recommended) in place of your social security number for access to services and facilities.
- ISU Net-ID: the ID used to access your e-mail and other services.
- ISUCard: student identification card that shows your university ID number. Distance education students do not need to supply a photo to obtain their ISUCard.
- WebCT is the university-wide online environment for teaching and learning. Many instructors use WebCT to augment face-to-face courses. While some classes are conducted exclusively in WebCT, you might find that your course doesn’t use WebCT at all. You can customize WebCT and utilize it as a campus resource.