

**New Student Orientation Checklist**  
**Concordia University, Nebraska**  
**College of Graduate Studies and Adult Education**

**Access the connectCUNE portal** at <http://connectcune.cune.edu/>

- ✓ Username and password are the same for:
  - connectCUNE portal
  - Blackboard
  - cune.org email account (email address/password)

Note: You supplied your password when you filled out the online application. Your username was in the email you received informing you that your account had been created.

The portal provides a way for students at Concordia University, Nebraska to access important information and systems and is located at <http://connectcune.cune.edu/>

- ✓ Tabs: portal information is organized by the following tabs:
  - Home: contains information on Concordia University, Nebraska
  - Campus Life: contains information such as building hours
  - Academic Life: contains information specific to course registration, departments, and academic resources
  - My Tab: a student can set up his or her own tab
  - My record: contains information on:
    - A student's financial account
    - Academic profile
    - Transcript
    - Grades
  - Graduate contains:
    - Adult Learner Handbook
    - Information about financial aid, library, Student Services, and graduation
    - Information for your program
- ✓ Accessing systems: Blackboard, Banner, and cune.org email system can all be accessed via the portal.
- ✓ Access student information on Banner Self-Service via the portal.
  - Grades and other student information will be available here

**Through the "Quick Links" on the graduate tab on the *connectCUNE* portal:**

- ✓ Access Blackboard
  - All online courses are held on Blackboard
  - Some on-site instructors will also utilize Blackboard
  - Course information will be available as soon as the instructor opens each course
- ✓ Access your cune.org e-mail account through the CUNE ORG website
  - Program and course information will be sent to this address only

**If you have problems with your account there is a helpdesk website with useful information.**

- ✓ Go to the URL: <http://helpdesk.cune.edu/>
- ✓ Hover your mouse over "Student".
- ✓ Select "Accounts" from the drop-down menu.
- ✓ Select the question that best describes the problem you are seeing.
- ✓ For instance, if you don't have a password or have forgotten it:
  - "What if I forgot or don't have a password?"
  - Select the option that fits your situation.

You may also send an email to [helpdesk@cune.edu](mailto:helpdesk@cune.edu) with a detailed description of the problem.

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