New Student Orientation Checklist
College of Graduate Studies and Adult Education

Please complete the following:

✓ If you are applying for Federal Financial Aid or seek payment information, contact Anna Hitchcock at Student Financial Services: anna.hitchcock@cune.edu.

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

✓ Username and password are the same for:
  ▪ connectCUNE portal
  ▪ Blackboard
  ▪ cune.org email account (use full email address with your 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:
  ▪ CU Online: contains information on Concordia University, Nebraska
  ▪ Student Life: contains information specific to your program of study and available academic resources
  ▪ My Tab: a student can set up his or her own tab

✓ Accessing systems: Blackboard, Banner Self-Service, and cune.org email system can all be accessed via links in the portal.

Through the “Quick Links” on the Student Life 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

Access student information in Banner Self-Service:

✓ Grades and other student information will be available here

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 cuonline@cune.edu with a detailed description of the problem.

(Rev. 12-2014)