

Welcome to Populi

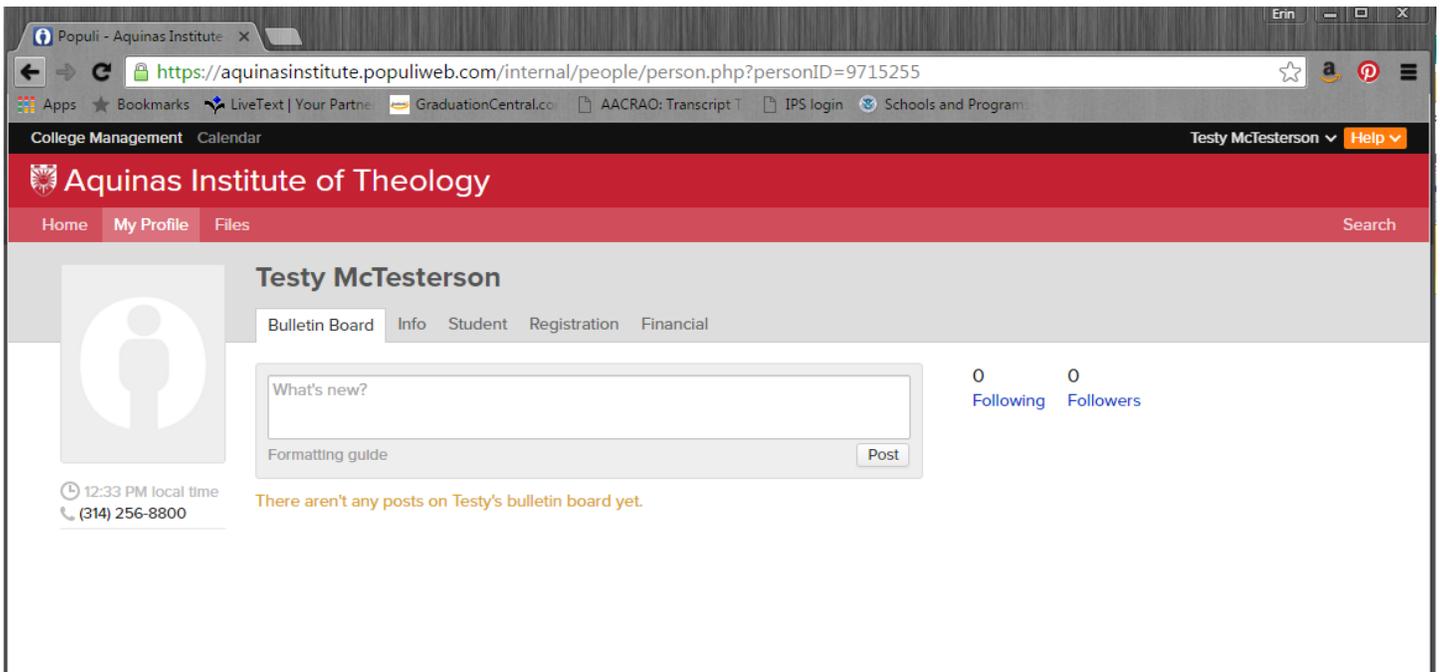
Log in to Populi through the quicklinks at ai.edu or aquinasinstitute.populiweb.com

Once you have logged into our Populi site, you will be directed to your Home tab. The Dashboard is where you can find 'The Feed' which includes announcements about events, deadlines, and other community happenings. The Events section will show you items on the Aquinas calendar, including the academic calendar, and even your own calendar, should you choose to use this feature.

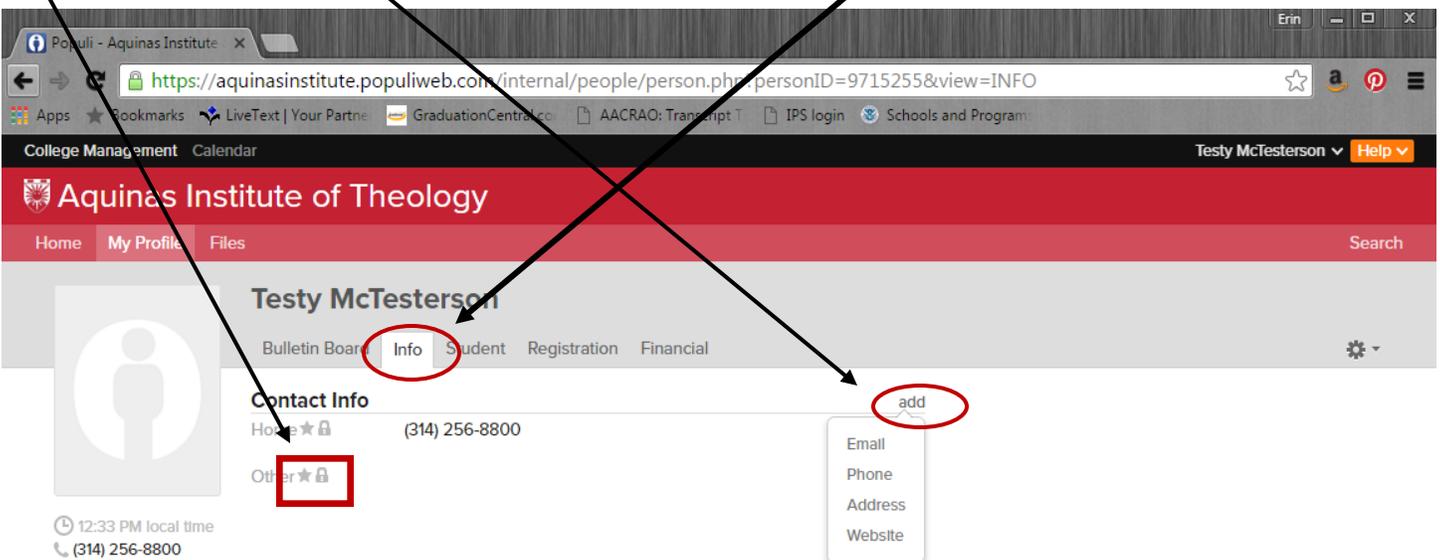
If this is your first time logging in - head to 'My Profile'.

The screenshot shows the Populi Aquinas Institute website dashboard. The browser address bar displays <https://aquinasinstitute.populiweb.com/internal/common/home.php>. The user is logged in as Testy McTesterson. The navigation menu includes 'Home', 'My Profile', and 'Files'. The 'Dashboard' tab is selected. The main content area is divided into several sections: 'Alerts' with a message 'Registration is now open.', 'The Feed' with a post titled 'Don't forget this Friday!!!' (8 days ago) featuring a hand-drawn sign that says 'CLEAN ALL THE THINGS!', and 'Events' with a notice for 'Friday all day Thesis/Major Paper Due for May Graduates'. The 'Courses' section shows a dropdown for '2015-2016: Spring 2016' and a message 'No courses returned.' A 'Welcome to Populi!' message (13 days ago) states 'You've successfully logged in!' and includes a note about updating names.

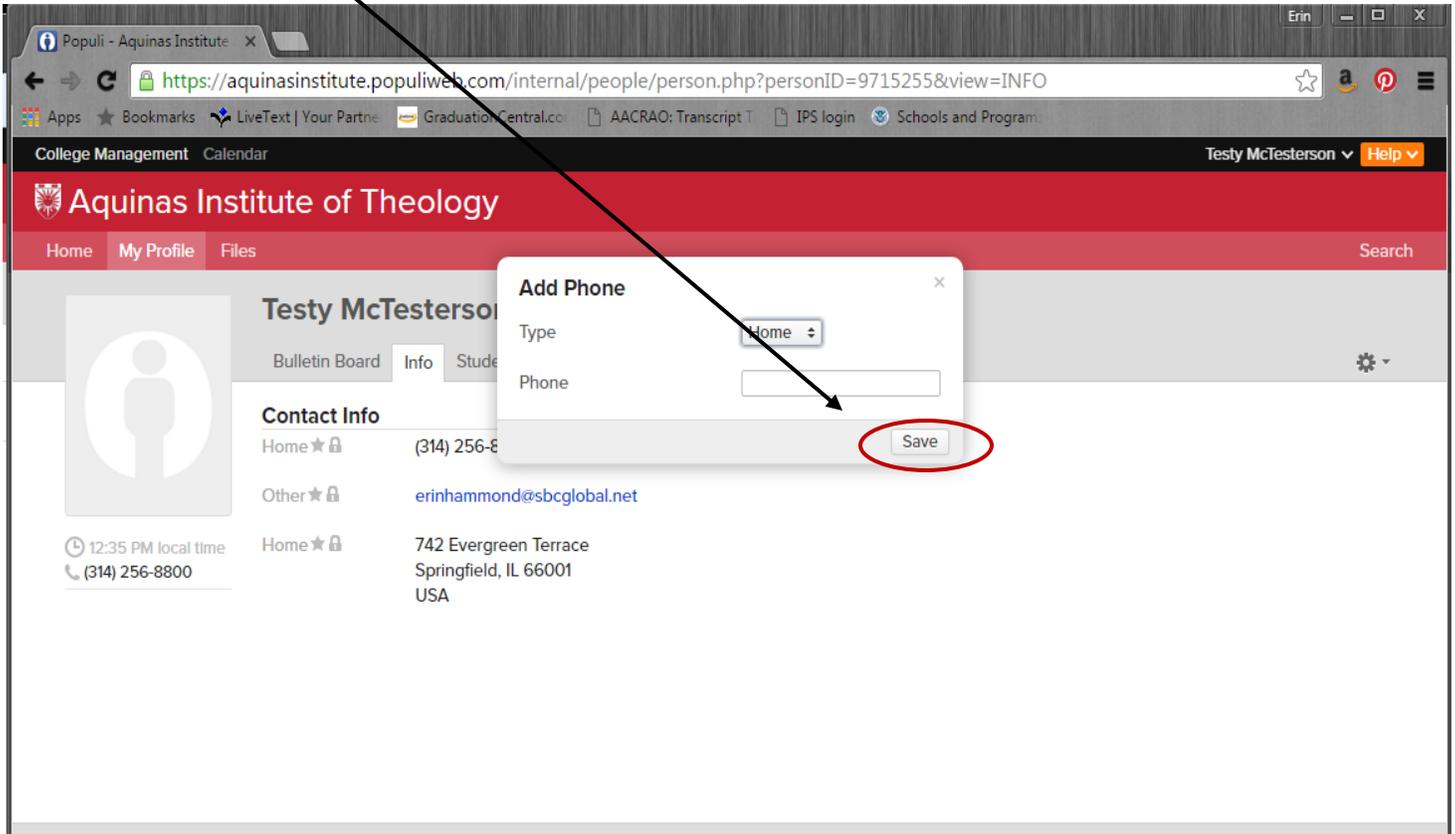
Your profile will allow other students and AI faculty/staff to contact you. Note: only those with Aquinas Institute Populi accounts will be able to see this information. Your Bulletin Board and Info tabs are what will be visible to others. So, do not write any private or sensitive information here!



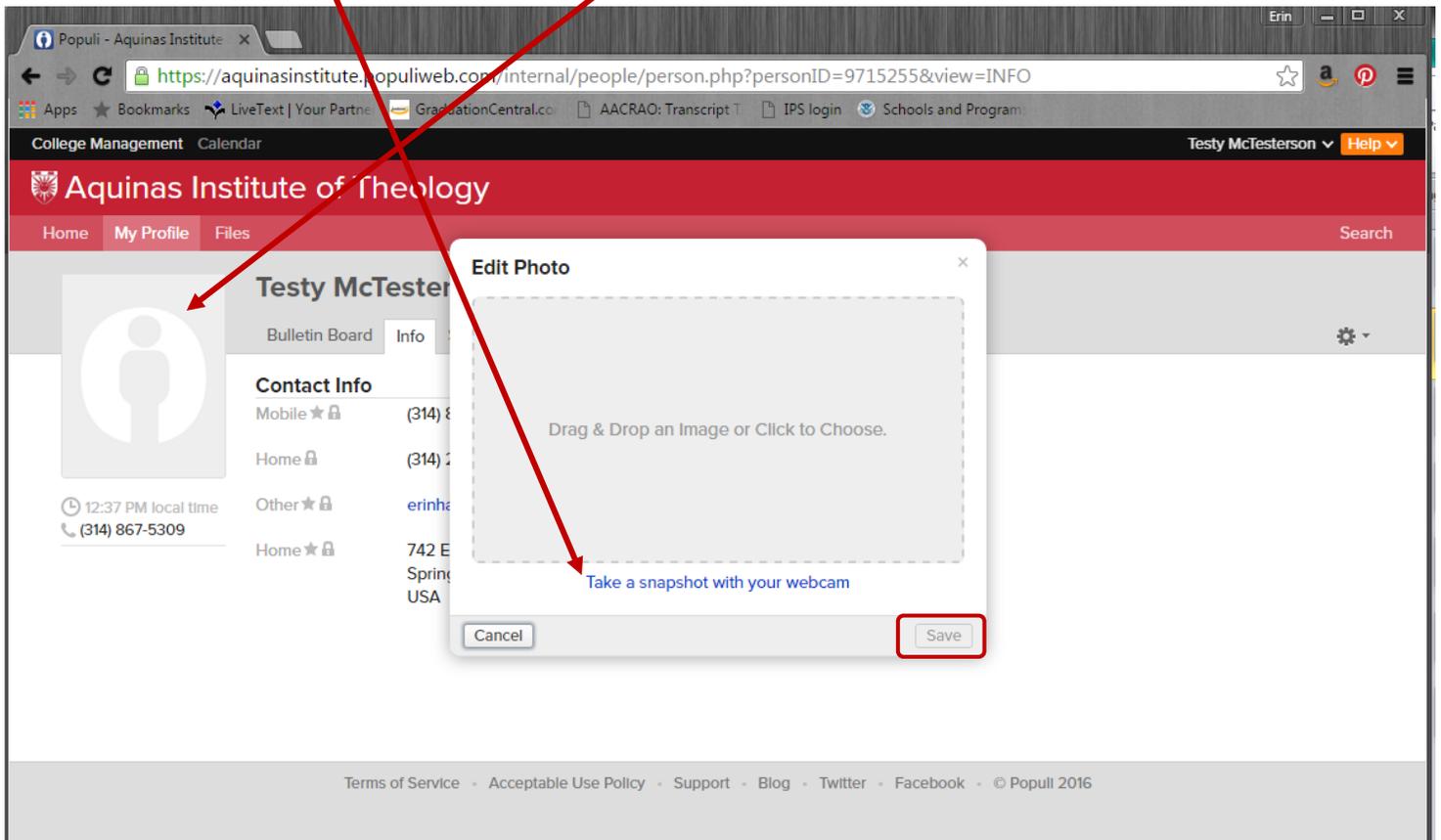
To update or add personal contact information. Start by clicking on the 'Info' tab. Next click the small 'add' button. Use the drop down menu to choose what to add or change. You may 'lock' information so it is only visible to faculty/staff who have the correct permissions to access your data.



Be sure to click the 'Save' button when you have finished. Please add your mobile number to receive text alerts from Aquinas. This feature will only be used in the case of an emergency.



Add a photo of yourself by clicking on the silhouette and dragging and dropping your favorite head shot into the box. Or, take a snapshot with your webcam. Don't forget to save your update.



To find your schedule, grades, unofficial transcript, or to print an enrollment verification click on the action spur*.

* - may or may not be the technical term

The screenshot shows the student portal for Testy McTesterson. A red circle highlights the settings gear icon in the top right corner. A dropdown menu is open, showing options: Export Degree Audit, Export Grade Report, Export Schedule, and Print Enrollment Verification. Two black arrows point from the top right towards the gear icon and the 'Export Schedule' option.

Course	Name	Atmp. Cr.	Err. Cr.	Grade	Points
BIBD50201	Bible Interpretation	3.00	0.00	IP	0.00
CDSD50001	Pro Seminar	3.00	0.00	IP	0.00

A pop up window will appear to guide you through the rest of the process.

The screenshot shows the 'Export Schedule' pop-up window. The 'Select Term' dropdown is set to '2016-2017: Fall 2016'. The 'Go' button is circled in red.

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The screenshot shows a web browser window displaying a PDF document. The document is titled 'stream_file.php' and contains the following text:

Aquinas Institute of Theology
Course Schedule: McTesterson, Testy A. (2016000001)
Fall 2016-2016-2017

Enrolled

BIBD50201-1: Bible Interpretation
Instructor: Erin Hammond
Start Date: Aug 22, 2016 - Dec 9, 2016
Credits: 3.00
No schedule

CDSD50001-1: Pro Seminar
Instructor: Erin Hammond
Start Date: Aug 22, 2016 - Dec 9, 2016
Credits: 3.00
No schedule

ERDM50001-1: Lay Formation I
Instructor: Erin Hammond
Start Date: Aug 22, 2016 - Dec 9, 2016
Credits: 3.00
No schedule

PSED50001-1: Fall Pastoral Care
Instructor: Erin Hammond
Start Date: Aug 22, 2016 - Dec 9, 2016
Credits: 3.00
No schedule

Total Enrolled Credits: 12.00

A file should pop up* and you can then save and/or print the file.

* - most certainly the technical term