

# First Time Use and Basic Tips Guide for the Prospective Student Center (PSC)

**Preferred browser:** The PSC functions best in Google Chrome. Safari is the next preferred option. Internet Explorer is a browser in which the PSC functions with unavoidable glitches.

**URL:** psc.nwciowa.edu (do not [www.](http://www.psc.nwciowa.edu)) or find link in myNWC under "Links"

## FACULTY VIEW IN myNWC

### Faculty Resources

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- [Prospective Student Center](#) ←
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## EMPLOYEE VIEW in myNWC

### Links

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**Thursday**

## Prospective Student Center

Access to the Prospective Student Center (PSC) is restricted and requires authentication. If you need access, please contact Dan Robinson, Web Development Manager, [dan@nwciowa.edu](mailto:dan@nwciowa.edu) or x7273. Authorized users login below using your campus username and password.

### Security (show explanation)

- This is a public or shared computer
- This is a private computer

Username:

Password:

Remember me?

Login

### Messages

There are no system messages at this time.

Use main campus login for username and password:

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When logging in the first time, you'll be asked to identify the group of students you wish to see in your "dashboard". You may elect to select none or many of these student characteristics. To select multiple values within one category, hold down the <Ctrl> key and select the multiple items.



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## Setup your account

Since this is your first time using the Prospective Student Center you will need to verify/provide additional information. Once completed you can make changes to this information in account settings.

**First Name**

**Last Name**

**E-mail**

### Student Interests

Select one or more student interests that will serve as your default interest group. You can query on any interests and can make changes to this list later in your account settings.

**Academic**

- Accounting
- Actuarial Science
- Ag Business
- Art

**Social**

- Campus Ministries
- Drama Student Ministries
- Extracurricular Music
- Extracurricular Theatre

**Athletic**

- Baseball
- Cheerleading
- Dance Team
- Football

Save Preferences

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### PSC Basics:

1. **Looking up a specific student:** Start typing last name or student ID for student in this search box



- a. Select the student to get to see general information about the student

2. **View comments from others relating to the student**

- a. Once an individual student is selected, click the "comments" tab to see all comments




3. **To add a comment for others to see about a student**



4. **To share your comment (by email) with another PSC user:**

**Add Comment |** ✕

Contact Type **Notify the following users**

Contact  


Your comments

Sent email to let her know we were excited she is coming to NWC

- To assign yourself as a temporary academic contact:** This allows you to assign yourself as one of potentially multiple faculty who intend to follow up with this student. At the point of advisor assignment, this information is considered by the Registrar. Prior to advisor assignments, which happen at course registration in ~spring, this is the best way for ongoing academic department follow-up. In the general information screen, under “Admissions” information, click “Add me” to become a temporary academic contact. You are also invited to send the names and ID’s of students with corresponding names of the temporary academic contacts you wish to have assigned to each student. Send this list to the Admissions office. We will be pleased to make this process easier if we can help.

**Admissions**

<b>Counselor</b>	Aaron Aberson		
<b>Classification</b>	FF	<b>Transfer?</b>	No
<b>Academic Contacts</b>	Van Peurseem, Randall L.,Rogers, Jennifer, Landhuis, Nancy L.		



- View list of all students for whom you are assigned as a temporary academic contact:**

**MY DASHBOARD** **MY STUDENTS (241)** **MY SCHOOLS (0)** **MY CHURCHES (0)** **MY MODULES** **MY SETTINGS** **AD**



- See new incoming students who are assigned to be your advisees:** This assignment process is completed by the Registrar at the point of course registration for new incoming students.

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