

# AU IT Information

## Login Information (Moodle, PC Self-Service, Averett Email)

### Accessing your Averett Email account:

- Go to Averett's website (<http://www.averett.edu>)
- Click on "Student Tools", then "Student Email"
- Enter your full Averett email address & password

### Accessing Moodle:

- Go to Averett's website (<http://www.averett.edu>)
- Click "Student Tools", then "MOODLE Login"
- Click "Log in" (in the upper right corner of the screen)
- Enter your Username (NOT your full email address) & Password and click "Log in"

### Accessing PC Self-Service:

- Go to Averett's website (<http://www.averett.edu>)
- Click "Student Tools", then "PC Self-Service"
- Enter your Username (NOT your full email address) & Password and click "Log In"

Your username and password can also be used to access the au-portal wireless network and Averett's library databases portal.

**Important! Usernames and Passwords are case sensitive, so be sure to observe capitalization and special characters.**

**\*\* All official electronic university correspondence will be sent to your Averett email address.**

### How to get help?

Go to "Student Tools" on the Averett website and click on "Information Technology" to visit the IT Department's home page, or click on "IT Help Desk" to open a support ticket using your credentials from above. In cases where online access is not possible, please call the IT Dept. Help Desk at (434) 791-5720.

If you need to contact us in person, our offices are open from Monday-Friday 7:30am – 4:30pm and are located at 102 Davenport, just down the hall from Campus Security.