

Create an IQWeb Guest Account

** Only if you have never had an IQWeb account before!
Don't remember logon information ? Contact IQHelpDesk@nobts.edu. Do NOT create a new account if you already have one.

Step 1: Open your web browser to the seminary home page at <http://www.nobts.edu>

Step 2: Click on the IQWEB link on the menu.

Step 3: Click on "Request Access".

The screenshot shows the homepage of the New Orleans Baptist Theological Seminary. The header features the seminary's logo and name, a search bar, and navigation links for Calendar, Campus Map, and Site Map. Below the header is a navigation bar with links for About NOBTS, Extension Centers, Online Learning Center, Providence House, Support NOBTS, and Contact Us. The main content area is divided into sections. On the left, under the heading "GATEWAYS", there is a "Wallpapers" link with a thumbnail image. Below this is a vertical menu with the following items: Academics, IQ Web (highlighted with a blue arrow), Blackboard, The Library, Student Life, Ministry Employment, and Prospective Students. To the right of the main content area, there is a large banner for the "Student Housing Project" with a "Click Here" button. Below the banner is a "SEMINARY SPOTLIGHTS" section. At the bottom right, there is a system tray showing the user is logged in as "System Administrator".

Guest Access

Step 4: Click on "Guest Access."

IQ.Web - Request IQ.Web Account - Windows Internet Explorer

https://iqweb.nobts.edu/iqweb/Visitor/RequestAccount.asp

File Edit View Favorites Tools Help

IQ.Web - Request IQ.Web Account

Visitor

Navigation

- My NOBTS ID
- NOBTS.EDU
- Change Roles
- Visitor Home
- FAQ
- IQ.Web Home
- NOBTS GateKeeper

Secure Area

- Request Access
- Sign In
- Advantages

Quick Info

- Rights & Privacy
- About IQ.Web

Academic Rese

- Course Catalog
- Find Course Sections
- Leavell College Catalog
- NOBTS Graduate Catalog

Visitor

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

3/3/2009 8:37:10 AM

Request IQ.Web Account

From this page you can go on to request an IQ.Web account, which will give you access to additional features not available to the general public. First you must select which of the following options apply to you.

Please select from one of the following options to start your request :

- Guest Access**
Select this option if you would like a guest account for IQ.Web at NOBTS. An IQ.Web guest account allows you to interact with more areas of IQ.Web. Select one of the other options on this page if you have student or faculty id.
- Current Members of NOBTS without IQ.Web access**
Select this option if you are currently associated with NOBTS and do not have access to the IQ.Web system.
- Previous IQ.Student / IQ.Faculty User**
Select this option if you have an account from a previous version (IQ.Student / IQ.Faculty), and have not yet upgraded to an IQ.Web account.

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Done

Internet 100%

Request Account

Step 5: Enter in your information . Fields with a red asterisk are required fields. The login id and password must be at least five characters in length. The password is case sensitive.

Step 6: Click on "Request Account."

Request IQ.Web Account

Please fill out the information below to request an account. The required fields are marked with an asterisk (*). Select a **Login Id** and **Password** that you will be able to remember for future visits to IQ.Web. Select **Request Account** to continue.

Identification Information

*Full Name:

Nickname:

*Email Address:

Ex: accountname@domainname.extension

Account Information

*Login Id:

*Password:

*Confirm Password:

Password Hint:

Requested Role(s)

Guest Access:

Login to IQWeb

Step 7: Click on Login to IQWeb.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://iqweb.nobts.edu/iqweb/visitor/RequestAccount.asp>. The page title is "Request IQ.Web Account". The main content area features the New Orleans Baptist Theological Seminary logo and the heading "Request IQ.Web Account". Below the heading, a message states: "Your new IQ.Web account has successfully been created. Select the link below to login to IQ.Web and explore the features available to you." The account details are listed as follows:

- Your Login Id: jadoe
- Email Address: youremailaddress@email.com
- Roles Assigned: Guest Access

A large blue arrow points to a button labeled "Login to IQ.Web". The left sidebar contains a navigation menu with categories: Visitor, Navigation, Secure Area, Quick Info, and Academic Research. The footer of the page reads: "Copyright © SunGard Higher Education IQ.Web Version 4.32. Last revised: January 2007".

Record Login ID and Password

Step 8: Sign in to IQWeb using your new login id and password.

Step 9: Make note of your login id and password for future use.

Visitor
John A. Doe

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY
3939 GENTILLY BLVD. | NEW ORLEANS, LOUISIANA 70126

3/3/2009 9:08:19 AM

ATTENTION IQWEB USERS: NOBTS uses your preferred email to contact you about CRITICAL Seminary information. It is important to keep your email address in IQ up-to-date. Please take a moment after you logon to check your email address on file and update it if necessary.

You can find a link to the "Update Preferred E-Mail Address" on the left hand menu after you logon. Simply enter your correct email address and left click on the "Save" button! The address will be updated throughout the IQ System immediately. Thank you for your help with this matter!

Welcome to IQ.Web. Enter your Login Id and password and then select **Sign In** to enter the secure area.

*Login Id: jadoe
*Password: [masked]
Sign in

Why should I use IQ.Web?
How do I get an account?
What if I forget my password?

Graduate Internet Class Application

From the menu on the left side of your screen, click on "Graduate Internet Class Application."



John A. Doe

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

3/27/2009 1:19:14 PM

Hello and welcome to your IQ.Web Home Page. You currently have test rights. There are a total of **168** users online at this time.

Calendar Checklist My Links My Notes

You may select a day on the calendar or the name of the month to access your personal calendar. Selecting << or >> on either side of the name of the month will change the month displayed.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 First Day of 2009/D/Min Spring Trimester/1st Session	2	3	4	5 First Day of 2009/March Wkshp/1st Session	6	7
First Day of Registration for 2009/Summer Session/3rd Session				First day to allow online grade entry of final grades for 2009/March Wkshp/1st Session		
First Day of Registration for 2009/Summer Session/4th Session				First day to allow online grade entry of midterm grades for 2009/March Wkshp/1st Session		
First Day of Registration for 2009/Summer-Internet Cour/1st Session				Grade Penalty Date for 2009/March Wkshp/1st Session		
First day to allow online grade entry of final grades for 2009/D/Min Spring Trimester/1st Session				Grade Withdrawal Date for 2009/March Wkshp/1st Session		
First day to allow online grade entry of midterm grades for						

Instructional Information

Read all instructional information prior to beginning application information entry.

Please note that there is an application fee of \$25.00 associated with this form that will be charged when you have submitted your form and it is accepted by the Registrar's office.

Please note also that this form is to be used only by those who are new applicants and wish to take only graduate level internet classes.

IQ.Web - Graduate Internet Class Application - Windows Internet Explorer
https://iqweb.nobts.edu/iqweb/include/clientspecific/forms/asppages/internetappgrad.asp?printable=1

John A. Doe

NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY

3/30/2009 9:04:51 AM

Graduate Internet Class Application

There is a charge of \$25.00 associated with this request. You will not be charged this amount unless your form is accepted by the form administrator. You have the following payment option(s) to choose from after you have completed filling in the form: Credit Card or Send Bill.

Thank you for your interest in internet classes through New Orleans Baptist Theological Seminary! Please note that this form is to be used only by those who are new applicants and wish to take Internet classes only. In order to process your application in a timely manner, please read the instructions carefully and fill out ALL information. Please contact the Registrar's Office at regfnt1@nobts.edu if you have any questions. When the application is complete, please click on SUBMIT at the bottom of the form. You will then be given the opportunity to review all information and make corrections. If you would like to print a copy of the application, you must print it from the review screen. After you have finished your review and printed your application you must click on SUBMIT again from the review screen.

-----APPLICATION FEE: Please submit the \$25.00 application fee by mail as soon as possible or make an online payment.

-----TRANSCRIPTS: A. Please request official transcript from the Registrar of every college, university, and seminary from which you received academic credit. B. If you are still attending school, you must submit the most current transcript available. MAIL TO: REGISTRAR'S OFFICE, NOBTS, 3939 GENTILLY BLVD. BOX 65, NEW ORLEANS, LA 70126.

-----CONTACT INFORMATION: NOBTS, Registrar's Office, 3939 Gentilly Blvd., New Orleans, LA. 70126. Phone: 504.816.3304; Fax 504.816.8453; Email: regfnt1@nobts.edu

Personal Information

Academic Information

Mailing Address

Demographic/Social Information

Done

Personal Information

Click on “Personal Information” and fill in the appropriate information. All items marked with a red asterisk are required fields.

When you have completed this screen, click on SAVE.

IQ.Web - Graduate Internet Class Application - Windows Internet Explorer

https://iqweb.nobts.edu/iqweb/include/clientspecific/forms/asppages/internetappgrad.asp?printable=1&PAGE=1

File Edit View Favorites Tools Help

John A. Doe

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

3/30/2009 9:08:30 AM

Graduate Internet Class Application

Personal Information

Please enter information where appropriate. Required fields are marked with an asterisk (*).

If you do not have a social security number, please type in 000-00-0000 in the box below.

*US Social Security Number:

Please enter your full legal name below.

*Prefix:

*First Name

Middle Name:

*Last Name:

Suffix:

*Birthdate (month/day/year):

*Preferred Address

Cancel Next Save

Done

Internet 100%

Mailing Address

Click on “Mailing Address” to enter preferred mailing address.

Enter all appropriate information.

When you have completed this screen, click on SAVE.

Mailing Address

Please enter information where appropriate. Required fields are marked with an asterisk (*).

Preferred Address Information

*Address Type: 00

*Address Line 1:

Address Line 2:

Address Line 3:

*City:

County:

*State:

*Zip Code:

Country:

*Email Address:

Ex: accountname@domainname.extension

Please notify us if there is an address change at any point during the application process.

Phone Information

*Cell Phone or Day Phone: * - and - Home Phone:

Cancel Back Next Save

College, University, and Seminary Information

**Click on “College, University,
and Seminary Information.”**

**List all colleges, universities,
and seminaries that you have
attended.**

**When you have completed this
screen, click on SAVE.**

John A. Doe

NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY

3/30/2009 9:23:00 AM

Graduate Internet Class Application

College, University, and Seminary Information

List all colleges, universities, and seminaries that you have attended, even if you did not complete a degree. Please include INSTITUTION NAME, LOCATION, DATES OF ATTENDANCE, DEGREE OR DIPLOMA. Please request official transcript from the Registrar of every college, university and seminary from which you received academic credit. If you are still attending school, you must submit the most current transcript available. MAIL TO: REGISTRAR'S OFFICE, NOBTS, 3939 GENTILLY BLVD. BOX 65, NEW ORLEANS, LA 70126.

College, University, Seminary

Institution 1:	<input type="text"/>	City, St:	<input type="text"/>	Dates:	<input type="text"/>	Degree or Diploma:	<input type="text"/>
Institution 2:	<input type="text"/>	City, St:	<input type="text"/>	Dates:	<input type="text"/>	Degree or Diploma:	<input type="text"/>
Institution 3:	<input type="text"/>	City, St:	<input type="text"/>	Dates:	<input type="text"/>	Degree or Diploma:	<input type="text"/>
Institution 4:	<input type="text"/>	City, St:	<input type="text"/>	Dates:	<input type="text"/>	Degree or Diploma:	<input type="text"/>
Institution 5:	<input type="text"/>	City, St:	<input type="text"/>	Dates:	<input type="text"/>	Degree or Diploma:	<input type="text"/>

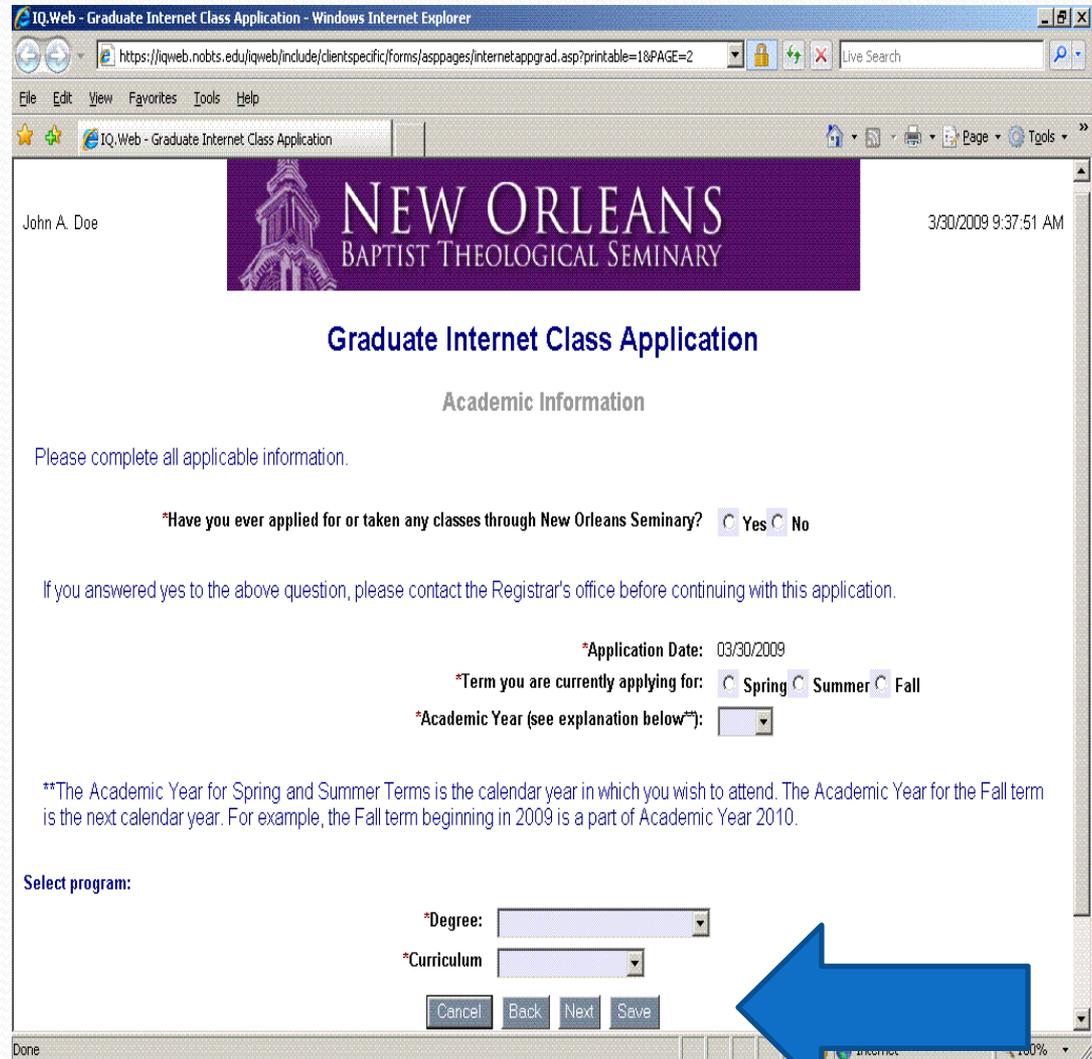
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Academic Information

Click on Academic Information

Complete each question in this section. Please note the explanation of Academic Year.

When you have completed this screen, click on SAVE.



John A. Doe

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

3/30/2009 9:37:51 AM

Graduate Internet Class Application

Academic Information

Please complete all applicable information.

*Have you ever applied for or taken any classes through New Orleans Seminary? Yes No

If you answered yes to the above question, please contact the Registrar's office before continuing with this application.

*Application Date: 03/30/2009

*Term you are currently applying for: Spring Summer Fall

Academic Year (see explanation below):

**The Academic Year for Spring and Summer Terms is the calendar year in which you wish to attend. The Academic Year for the Fall term is the next calendar year. For example, the Fall term beginning in 2009 is a part of Academic Year 2010.

Select program:

*Degree:

*Curriculum:

Cancel Back Next Save



Demographic /Social Information

**Click on Demographic/Social
Information**

**Select the appropriate answers
from the dropdown boxes.**

**When you have completed this
screen, click on SAVE.**

John A. Doe

NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY

3/30/2009 9:40:33 AM

Graduate Internet Class Application

Demographic/Social Information

Please enter information where appropriate. Required fields are marked with an asterisk (*).

Demographic Information

*Gender:

*Racial Heritage:

*Marital Status:

*Citizenship:

*Have you ever been divorced or separated? Yes No
More than once?

*Have you ever seen a psychiatrist or counselor? Yes No

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Religious Information

Click on “Religious Information.”

Complete each question in this section.

When you have completed this screen, click on SAVE.

John A. Doe

NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY

3/30/2009 9:46:38 AM

Graduate Internet Class Application

Religious Information

*How long have you been a Christian?

*Present Place of Church Membership:

*Church's Street Address:

*Church's City:

*Church's State:

*Church's Zip:

*Church Denominational Affiliation:

Cancel Back Save

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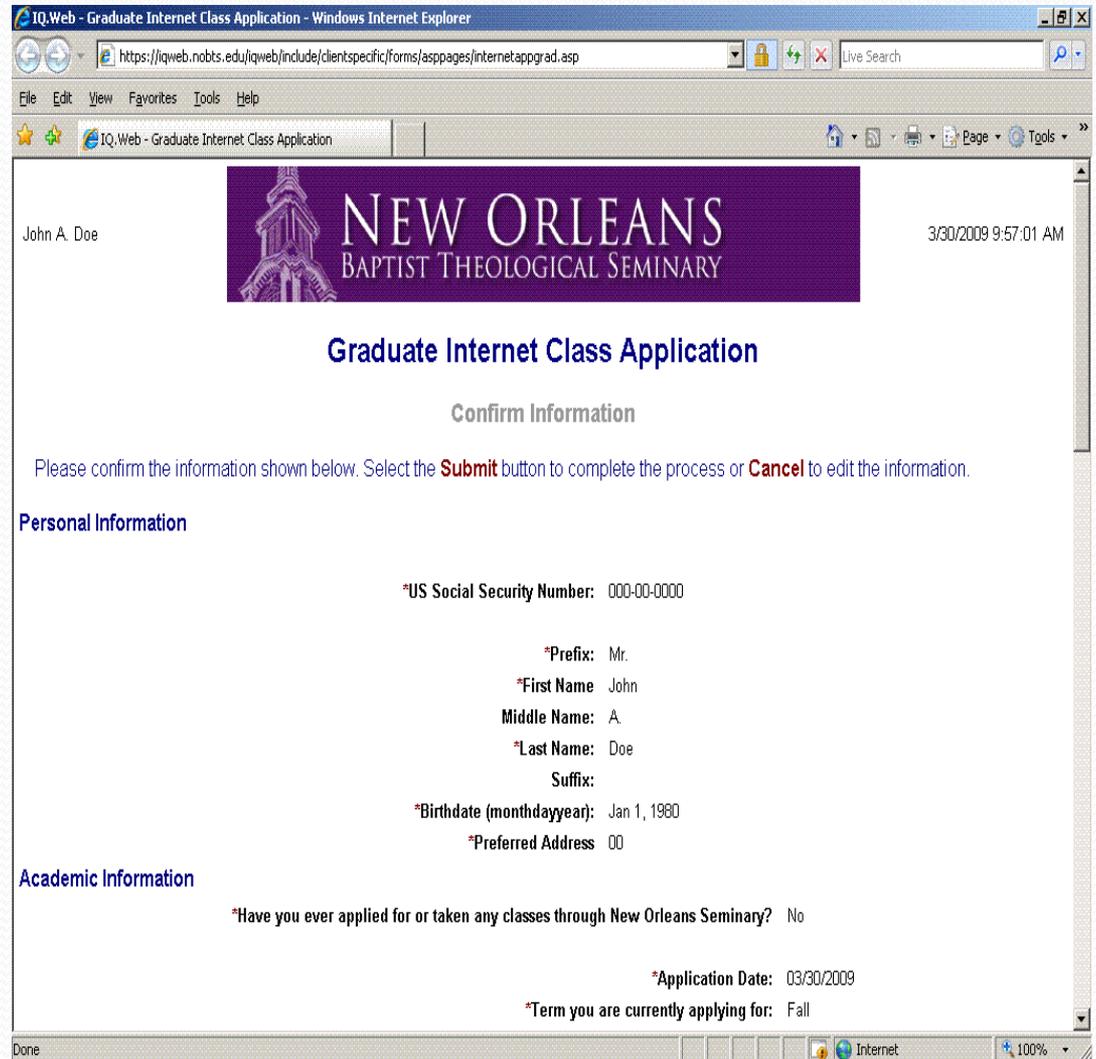
Submit Your Application

When all pages of the application have been completed, click on SUBMIT.

The screenshot shows a web browser window titled "IQ.Web - Graduate Internet Class Application - Windows Internet Explorer". The address bar shows the URL: <https://iqweb.nobts.edu/iqweb/include/client-specific/forms/asppages/internetappgrad.asp>. The browser's address bar also includes a "Live Search" button. The page header features the New Orleans Baptist Theological Seminary logo and the name "NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY". The user's name "John A. Doe" is displayed in the top left, and the date and time "3/30/2009 9:53:55 AM" are in the top right. The main heading is "Graduate Internet Class Application". Below the heading is a paragraph of instructions: "Thank you for your interest in internet classes through New Orleans Baptist Theological Seminary! Please note that this form is to be used only by those who are new applicants and wish to take Internet classes only. In order to process your application in a timely manner, please read the instructions carefully and fill out ALL information. Please contact the Registrar's Office at regfnt1@nobts.edu if you have any questions. When the application is complete, please click on SUBMIT at the bottom of the form. You will then be given the opportunity to review all information and make corrections. If you would like to print a copy of the application, you must print it from the review screen. After you have finished your review and printed your application you must click on SUBMIT again from the review screen." Below the instructions are three sections of information: "-----APPLICATION FEE: Please submit the \$25.00 application fee by mail as soon as possible or make an online payment.", "-----TRANSCRIPTS: A. Please request official transcript from the Registrar of every college, university, and seminary from which you received academic credit. B. If you are still attending school, you must submit the most current transcript available. MAIL TO: REGISTRAR'S OFFICE, NOBTS, 3939 GENTILLY BLVD. BOX 65, NEW ORLEANS, LA 70126.", and "-----CONTACT INFORMATION: NOBTS, Registrar's Office, 3939 Gentilly Blvd., New Orleans, LA. 70126. Phone: 504.816.3304; Fax: 504.816.8453; Email: regfnt1@nobts.edu". At the bottom of the form, there are six categories of information, each with a checkmark and an icon: "Personal Information" (person icon), "Academic Information" (book icon), "Mailing Address" (house icon), "Demographic/Social Information" (family icon), "College, University, and Seminary Information" (building icon), and "Religious Information" (church icon). At the bottom right, there are "Cancel" and "Submit" buttons. A large blue arrow points to the "Submit" button.

Confirm Information

**Review all information that you
have listed on your application.**



The screenshot shows a Windows Internet Explorer browser window. The title bar reads "IQ.Web - Graduate Internet Class Application - Windows Internet Explorer". The address bar shows the URL "https://iqweb.nobts.edu/iqweb/include/clientspecific/forms/asppages/internetappgrad.asp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains a "Live Search" field. Below the browser window, the page content is displayed. At the top left, the name "John A. Doe" is shown. In the center, there is a purple banner with the text "NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY" and a small image of a building. To the right of the banner, the date and time "3/30/2009 9:57:01 AM" are displayed. Below the banner, the main heading "Graduate Internet Class Application" is centered, followed by the sub-heading "Confirm Information". A paragraph of text reads: "Please confirm the information shown below. Select the **Submit** button to complete the process or **Cancel** to edit the information." The page is divided into two sections: "Personal Information" and "Academic Information". Under "Personal Information", the following details are listed: "*US Social Security Number: 000-00-0000", "*Prefix: Mr.", "*First Name: John", "Middle Name: A.", "*Last Name: Doe", "Suffix:", "*Birthdate (monthdayyear): Jan 1, 1980", and "*Preferred Address: 00". Under "Academic Information", the following details are listed: "*Have you ever applied for or taken any classes through New Orleans Seminary? No", "*Application Date: 03/30/2009", and "*Term you are currently applying for: Fall". The browser's status bar at the bottom shows "Done", "Internet", and "100%".

Print and Submit Application

If corrections are needed, click on CANCEL at the bottom of this screen and then make the needed corrections.

If no corrections are needed you may print the screen for a record of your application.

To submit your completed application you must click on SUBMIT from this screen. You will be notified when your application has been accepted and approved.

IQ.Web - Graduate Internet Class Application - Windows Internet Explorer

https://iqweb.nobts.edu/iqweb/include/clientspecific/forms/asppages/internetappgrad.asp

File Edit View Favorites Tools Help

IQ.Web - Graduate Internet Class Application

*Citizenship: United States

*Have you ever been divorced or separated? No
More than once?

*Have you ever seen a psychiatrist or counselor? No

College, University, and Seminary Information

College, University, Seminary

Institution 1:	Somewhere College	City, St:	Somewhere, FL	Dates:	09/1998-05/2003	Degree or Diploma:	Bachelor of Arts
Institution 2:		City, St:		Dates:		Degree or Diploma:	
Institution 3:		City, St:		Dates:		Degree or Diploma:	
Institution 4:		City, St:		Dates:		Degree or Diploma:	
Institution 5:		City, St:		Dates:		Degree or Diploma:	

Religious Information

*How long have you been a Christian? 10 years

*Present Place of Church Membership: Main Street Baptist

*Church's Street Address: 100 Main Street

*Church's City: Somewhere

*Church's State: Florida

*Church's Zip: 70126

*Church Denominational Affiliation: Southern Baptist

You may print this screen for a record of your application. You must then click on SUBMIT below to complete the submission of your application. You will be notified by email when your application has been accepted.

*Notification Email Address:

Cancel Submit

Done Internet 100%

Payment Information

Select whether you will pay with a credit card or mail in payment as soon as possible.

Click on SUBMIT.

IQ.Web - Request Form Payment - Windows Internet Explorer

https://iqweb.nobts.edu/iqweb/secure/shared/forms/requestformpayment.asp?pi

File Edit View Favorites Tools Help

IQ.Web - Request Form Payment

John A. Doe

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

3/10/2009 3:17:24 PM

Request Form Payment

You have entered all of the necessary information required to process your request. There is a charge associated with this request type. Please select your payment option below if multiple options are available. Otherwise you will be billed for the charge. Your account will not be charged unless it is accepted by the administrator.

Amount Due: \$25.00

Payment Options

Mail in Payment as soon as possible.

Pay with Credit Card

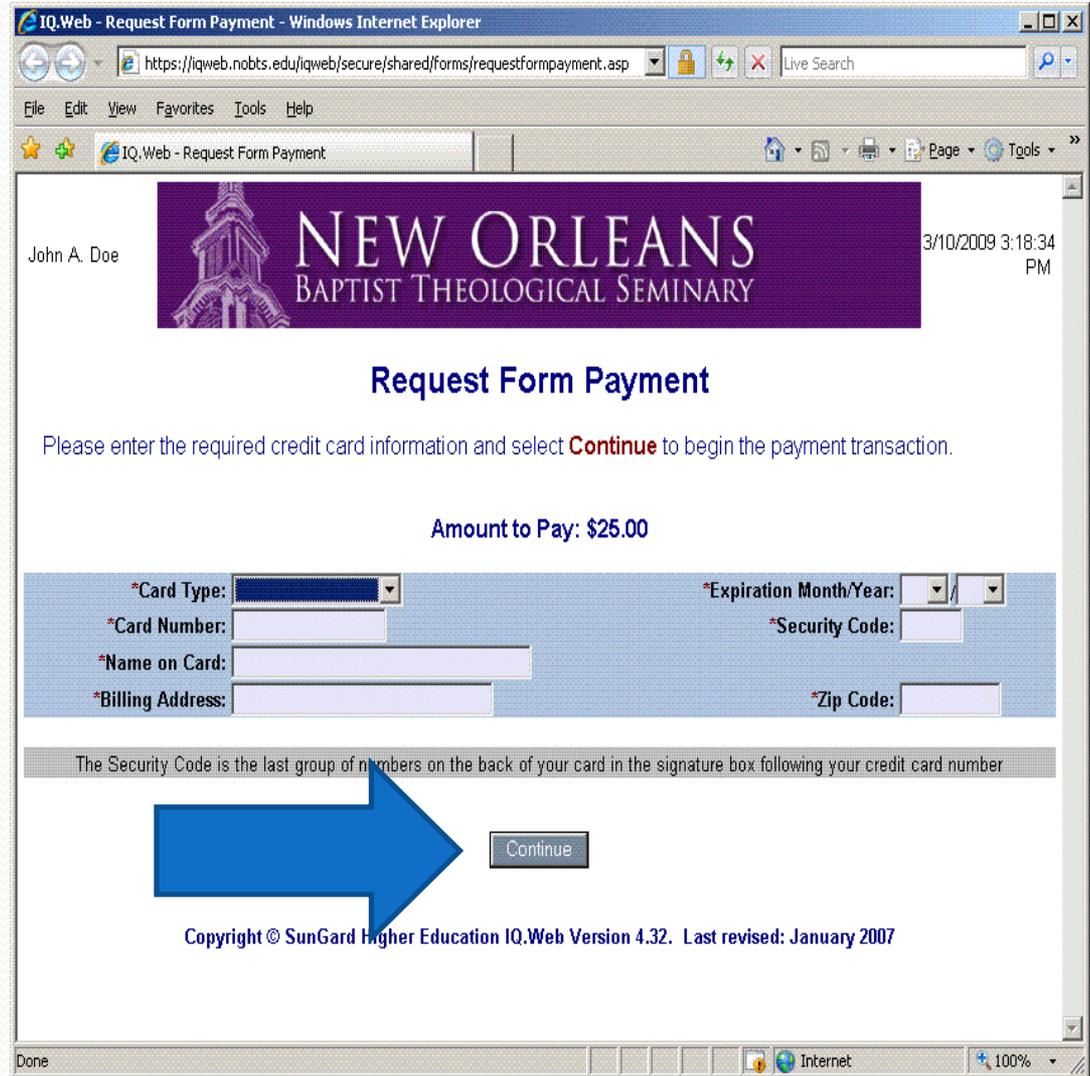
Submit

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Credit Card Payment

If you select to pay with a credit card, you must complete this additional information.

Then click on Continue.



The screenshot shows a web browser window titled "IQ.Web - Request Form Payment - Windows Internet Explorer". The address bar shows the URL "https://iqweb.nobts.edu/iqweb/secure/shared/forms/requestformpayment.asp". The page content includes a purple banner for "NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY" with the name "John A. Doe" on the left and the date "3/10/2009 3:18:34 PM" on the right. Below the banner is the heading "Request Form Payment" and a message: "Please enter the required credit card information and select **Continue** to begin the payment transaction." The amount to pay is listed as "Amount to Pay: \$25.00". The form fields are: *Card Type: (dropdown menu), *Card Number: (text input), *Name on Card: (text input), *Billing Address: (text input), *Expiration Month/Year: (two dropdown menus), *Security Code: (text input), and *Zip Code: (text input). A blue arrow points to the "Continue" button. Below the form, a note states: "The Security Code is the last group of numbers on the back of your card in the signature box following your credit card number". At the bottom, the copyright notice reads: "Copyright © SunGard Higher Education IQ.Web Version 4.32. Last revised: January 2007".