

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 New Orleans Baptist Theological Seminary website in a Windows Internet Explorer browser window. The address bar displays 'http://www.nobts.edu/'. The website features a purple background with the seminary's logo and name. A navigation menu at the bottom includes links for 'IQ Web', 'Blackboard', 'Alumni', 'Interested in Seminary?', 'Extension Centers', 'Libraries', and 'Click to Donate'. The 'IQ Web' link is highlighted, and a dropdown menu is visible with 'Request Access' and 'Logon' options. A blue arrow points to the 'Request Access' link. The page also displays several event banners, including 'PREVIEW WEEKEND MARCH 5', 'GREER-HEARD DIALOGUE Pluralism MARCH 27-28, 2009', and 'RICH REVELATION CONFERENCE THE CHURCH ON FIRE! February 26-27, 2009'. The browser's status bar at the bottom shows the URL 'https://iqweb.nobts.edu/iqweb/Visitor/RequestAccount.asp' and the Internet icon.

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."

Visitor

3/3/2009 8:38:59 AM

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: jadoc
- 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: ●●●●
Sign in

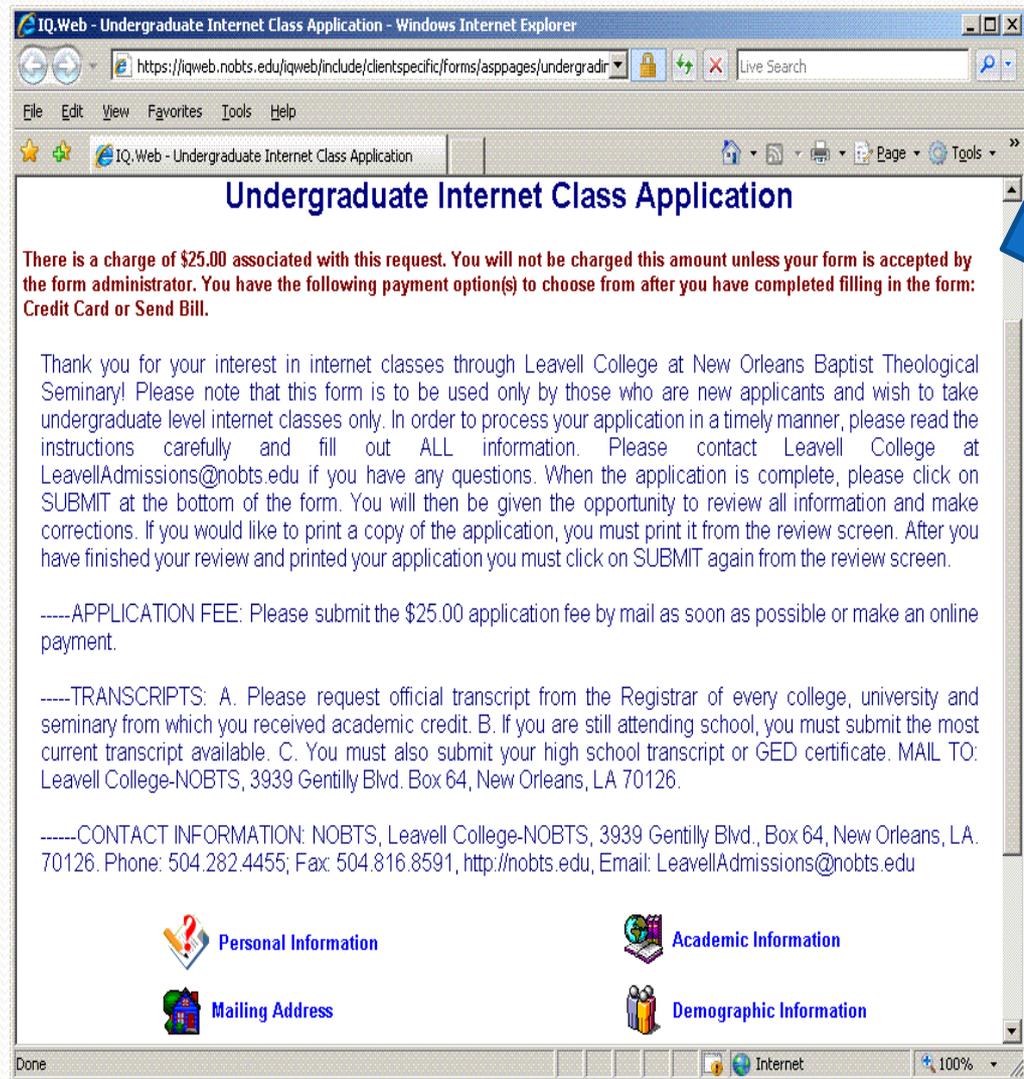
Why should I use IQ.Web?
How do I get an account?
What if I forget my password?

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 Leavell College.

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



Undergraduate 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 Leavell College at 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 undergraduate level 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 Leavell College at LeavellAdmissions@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. C. You must also submit your high school transcript or GED certificate. MAIL TO: Leavell College-NOBTS, 3939 Gentilly Blvd. Box 64, New Orleans, LA 70126.

-----CONTACT INFORMATION: NOBTS, Leavell College-NOBTS, 3939 Gentilly Blvd., Box 64, New Orleans, LA. 70126. Phone: 504.282.4455; Fax: 504.816.8591, <http://nobts.edu>, Email: LeavellAdmissions@nobts.edu

 **Personal Information**  **Academic Information**

 **Mailing Address**  **Demographic Information**

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.

Undergraduate 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 Type: 00

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

High School, College, and Seminary Information

Click on “High School, College, and Seminary Information.”

List high school from which you graduated or GED information. List all colleges, universities, and seminaries that you have attended.

When you have completed this screen, click on SAVE.

The screenshot shows a web browser window titled "IQ.Web - Undergraduate Internet Class Application - Windows Internet Explorer". The address bar shows the URL "https://iqweb.nobts.edu/iqweb/include/clientspecific/forms/asppages/undergradinternetcla". The page header features the Baptist Theological Seminary logo and the text "BAPTIST THEOLOGICAL SEMINARY". The main heading is "Undergraduate Internet Class Application" followed by the sub-heading "High School, College, and Seminary Information".

The instructions state: "List high school and 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 institution from which you received academic credit. If you are still attending school, you must submit the most current transcript available. You must also submit your high school transcript or GED certificate. MAIL TO: Leavell College-NOBTS, 3939 GENTILLY BLVD. BOX 64, NEW ORLEANS, LA 70126."

The form is titled "Colleges and Universities" and contains the following fields:

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

At the bottom of the form are buttons for "Cancel", "Back", "Next", and "Save". A large blue arrow points to the "Save" button.

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

3/27/2009 1:35:26 PM

Undergraduate Internet Class Application

Academic Information

Please complete all applicable information.

*Have you ever been an NOBTS student? Yes No

If you answered yes to the above questions, please contact Leavell College before continuing to complete this application.

*Application Date: 03/27/2009

*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.

*Program:

*Degree:

Cancel Back Next Save

Demographic Information

Click on Demographic Information

Select the appropriate answers from the dropdown boxes.

When you have completed this screen, click on SAVE.

The screenshot shows a web browser window titled "IQ.Web - Undergraduate Internet Class Application - Windows Internet Explorer". The address bar shows the URL: "https://iqweb.nobts.edu/iqweb/include/clientspecific/forms/asppages/undergradinternetclassapp.asp?printable=1&PAGE". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains a "Live Search" field. The browser's toolbar shows "Home", "Back", "Forward", "Print", "Page", and "Tools".

The main content area of the browser displays the New Orleans Baptist Theological Seminary logo and the text "NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY". Below the logo, the text "Undergraduate Internet Class Application" is displayed in a large, bold, blue font. Underneath, the text "Demographic Information" is displayed in a smaller, bold, black font. A note reads: "Please enter information where appropriate. Required fields are marked with an asterisk (*)."

The form contains the following fields:

- *Gender:
- *Racial Heritage:
- *Marital Status:
- *Citizenship:

At the bottom of the form, there are four buttons: "Cancel", "Back", "Next", and "Save".

At the bottom of the browser window, the status bar shows "Done", "Internet", and "100%".

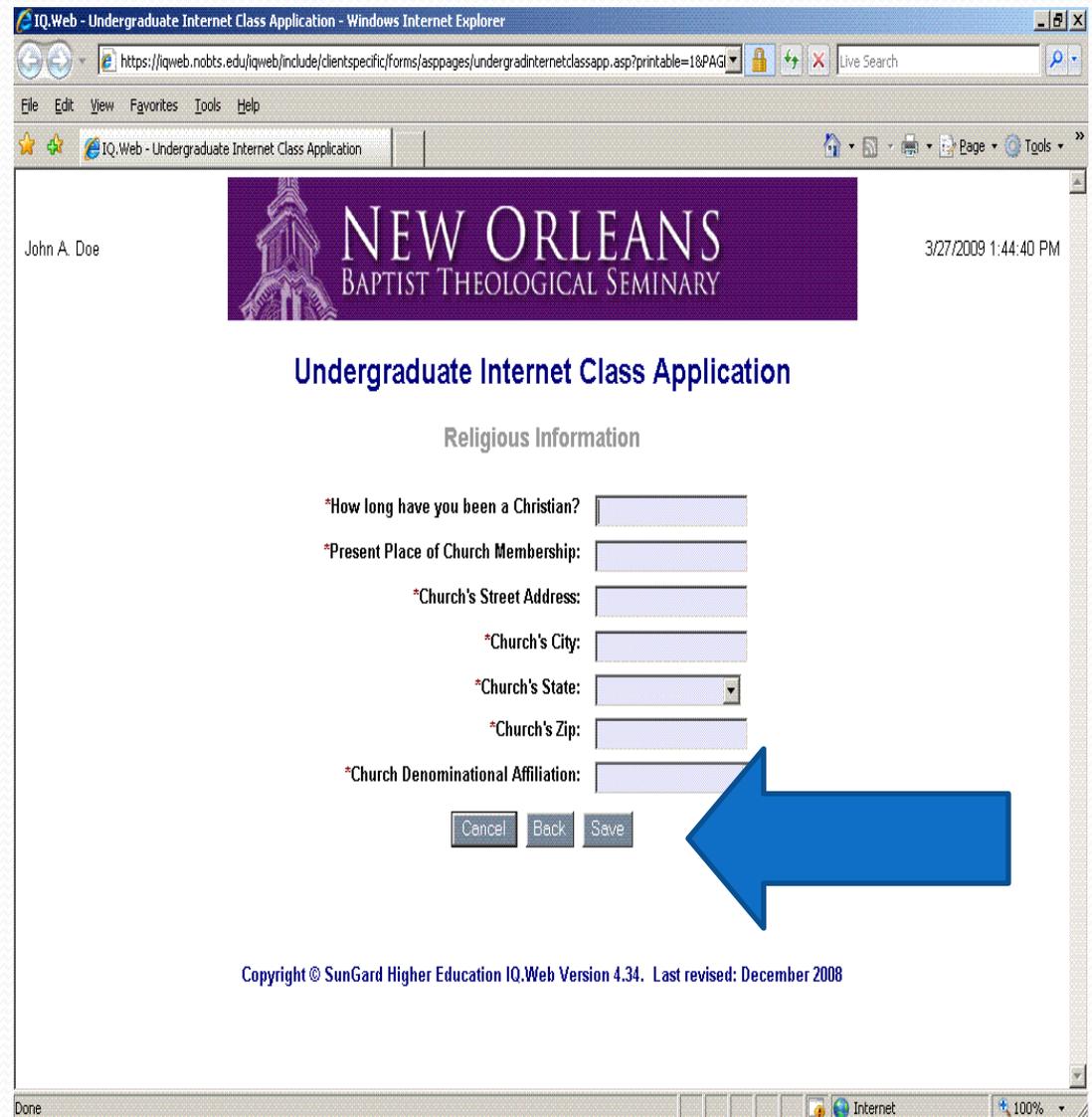
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Religious Information

Click on “Religious Information.”

Complete each question in this section.

When you have completed this screen, click on SAVE.



The screenshot shows a web browser window titled "IQ.Web - Undergraduate Internet Class Application - Windows Internet Explorer". The address bar shows the URL: "https://iqweb.nobts.edu/iqweb/include/clientspecific/forms/asppages/undergradinternetclassapp.asp?printable=1&PAGE". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows "Home", "Back", "Forward", "Print", "Page", and "Tools".

The main content area of the browser displays the following information:

- John A. Doe
- NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY
- 3/27/2009 1:44:40 PM
- Undergraduate 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:
- Buttons: Cancel, Back, Save

A large blue arrow points to the "Save" button.

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Done Internet 100%

Submit Your Application

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

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

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

File Edit View Favorites Tools Help

IQ.Web - Undergraduate Internet Class Application

BAPTIST THEOLOGICAL SEMINARY

Undergraduate Internet Class Application

Thank you for your interest in internet classes through Leavell College at 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 undergraduate level 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 Leavell College at LeavellAdmissions@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. C. You must also submit your high school transcript or GED certificate. MAIL TO: Leavell College-NOBTS, 3939 Gentilly Blvd. Box 64, New Orleans, LA 70126.

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- ✓ Personal Information
- ✓ Academic Information
- ✓ Mailing Address
- ✓ Demographic Information
- ✓ High School, College, and Seminary Information
- ✓ Religious Information

Cancel Submit

Done Internet 100%

Confirm Information

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

IQ.Web - Undergraduate Internet Class Application - Windows Internet Explorer
https://iqweb.nobts.edu/iqweb/include/clientspecific/forms/asppages/undergradinternetclassapp.asp

John A. Doe  3/27/2009 1:56:44 PM

Undergraduate Internet Class Application

Confirm Information

Please confirm the information shown below. Select the **Submit** button to complete the process or **Cancel** to edit the information.

Personal Information

*US Social Security Number: 000-00-0010

*Prefix: Mr.
*First Name: John
Middle Name: A.
*Last Name: Doe
Suffix:

*Birthdate (month/day/year): Jan 1, 1980
*Preferred Address Type: 00

Academic Information

*Have you ever been an NOBTS student? No

*Application Date: 03/27/2009
*Term you are currently applying for: Fall

Done Internet 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 - Undergraduate Internet Class Application - Windows Internet Explorer
https://iqweb.nobts.edu/iqweb/include/clientspecific/forms/asppages/undergradinternetclassapp.asp

*Gender: Male
*Racial Heritage: Caucasian
*Marital Status: Married
*Citizenship: United States

High School, College, and Seminary Information
Colleges and Universities

High School:	Somewhere High School	City, St:	Somewhere, FL	Dates:	9/1994 to 5/1998	Diploma Date:	5/20/1998
Institution 1:		City, St:		Dates:		Degree or Diploma:	
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
*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

Payment Information

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

Click on SUBMIT.

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".