

# WebNow™ Orientation

Last Updated: September 13<sup>th</sup>, 2013

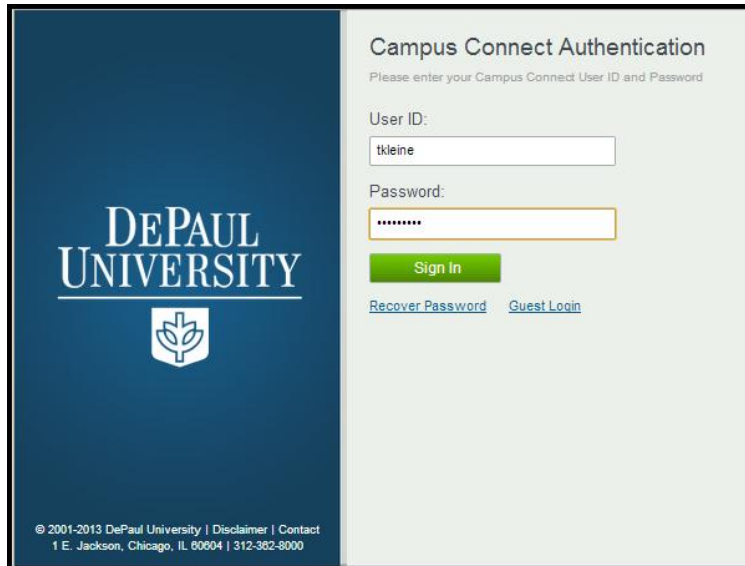
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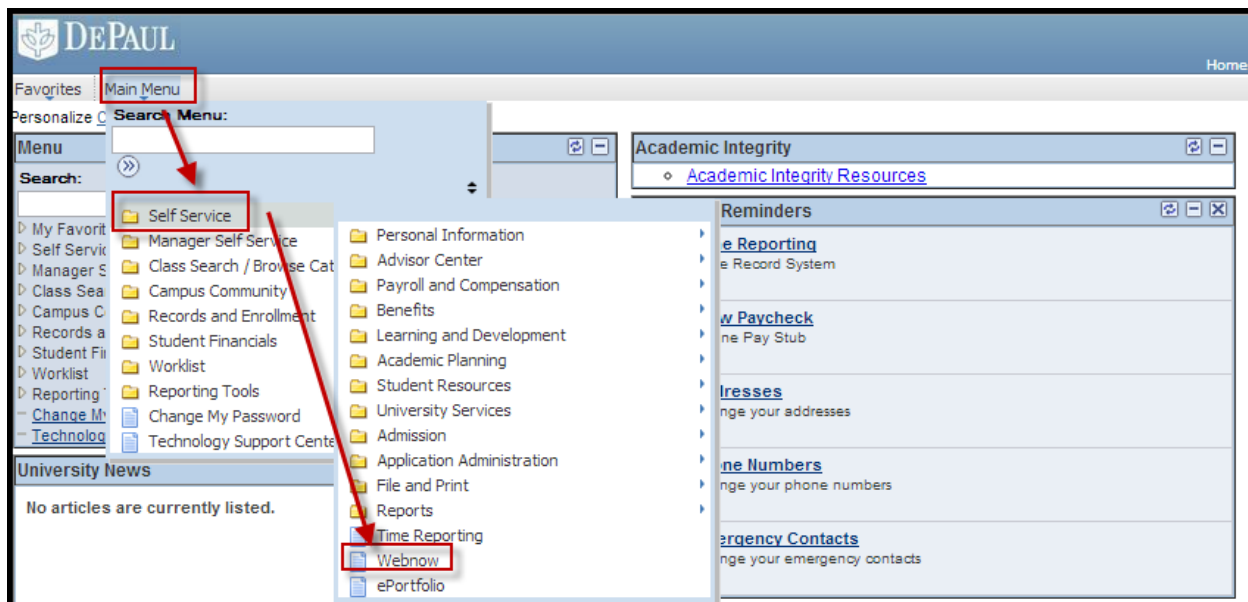
WebNow can be launched two ways: via Campus Connection or through a direct link. If you elect to use a direct link, the website is: <https://webnow.is.depaul.edu/webnow/>.

If you choose to use Campus Connection, follow the directions below to launch WebNow:

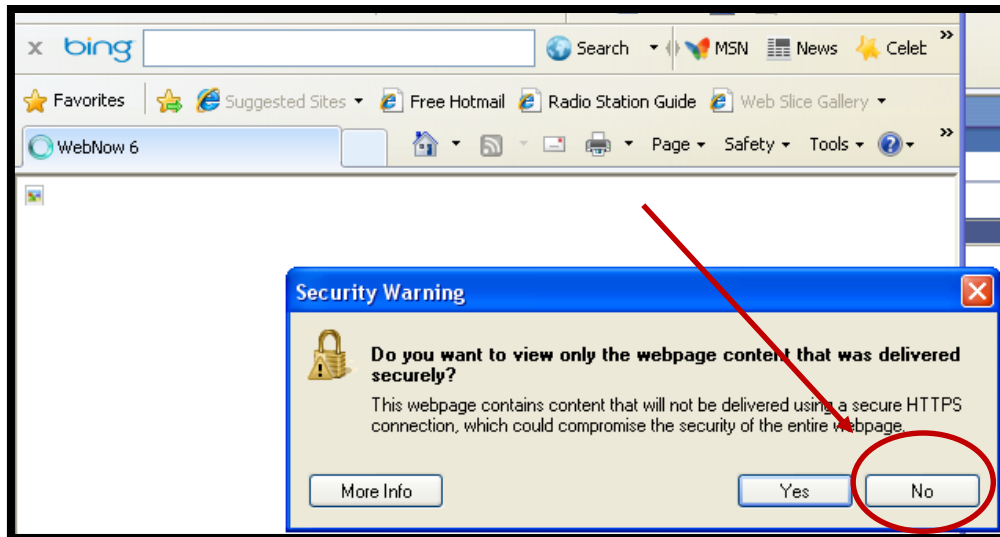
1. Log into Campus Connection with your User ID and Password. Be sure to open Campus Connection using Internet Explorer:



2. Once authenticated in Campus Connection, select “Main Menu” then “Self Service,” then “WebNow”:



3. If you receive a security warning (as seen below), select “no”:



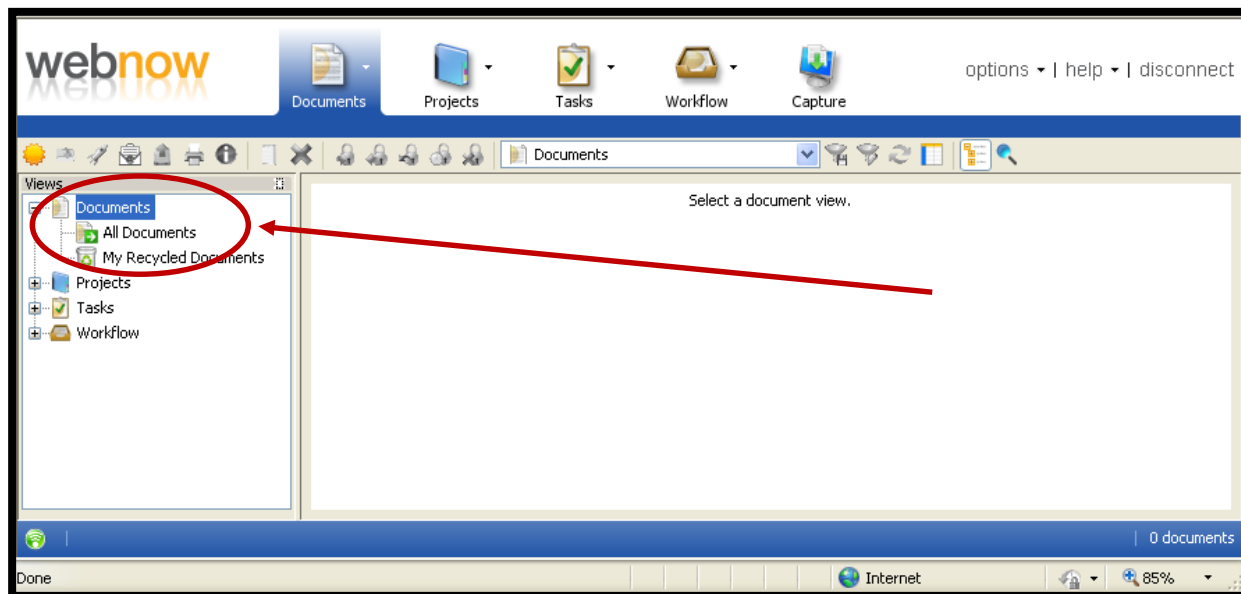
**NOTE: If you do not have Java™ installed on your computer, you will be prompted to install the program. Please follow all steps in the Java™ installation before proceeding to step four. If you require assistance, please contact the please call the Information Services Technology Support Center at 312-362-8765 or [tsc@depaul.edu](mailto:tsc@depaul.edu).**

4. When the WebNow™ screen launches (as seen below), connect to the program with your Campus Connection User name and password:

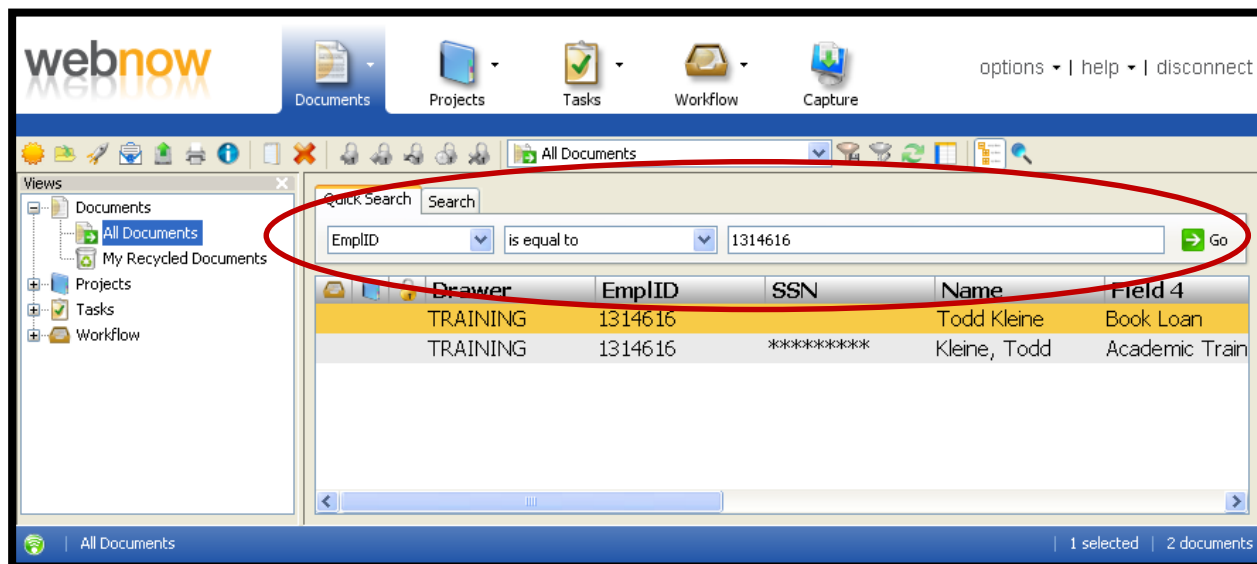


## SEARCHING FOR DOCUMENTS

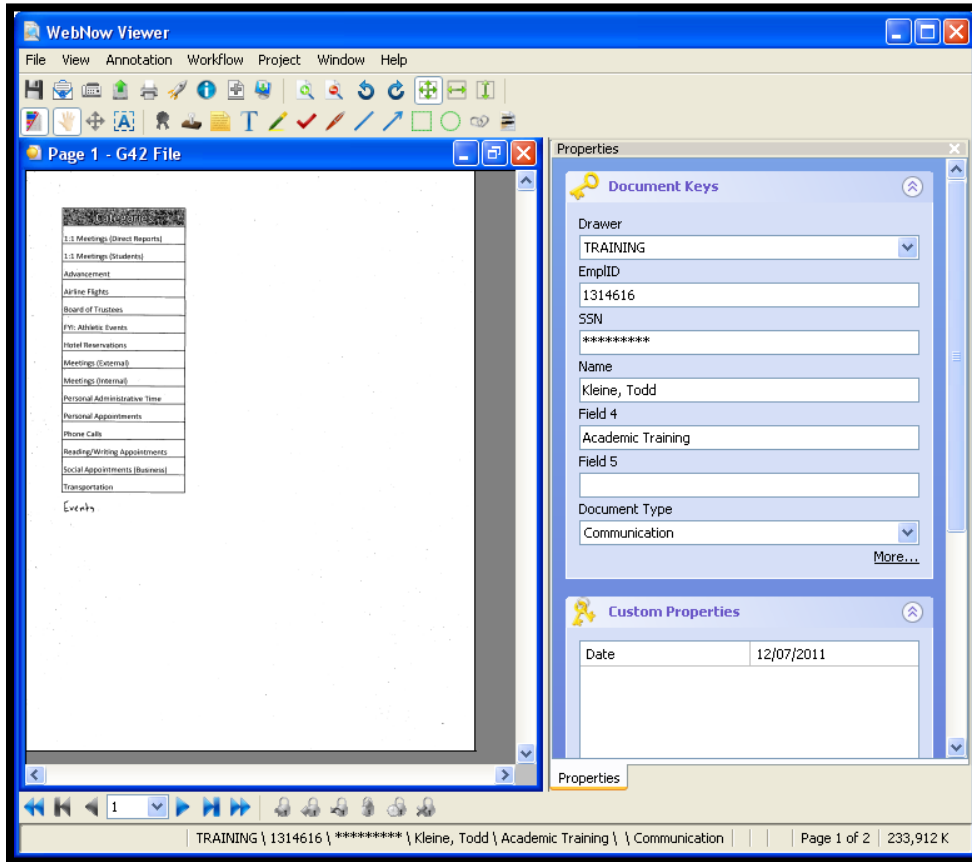
1. Once authenticated to WebNow™, the main menu will display as seen below:




2. To search for documents by EmplID number, click on the "all documents" link from the views menu. Next, enter the EmplID number of the student as seen below. Hit "go" to display all documents. To display a document, double click on the appropriate line in the document grid:

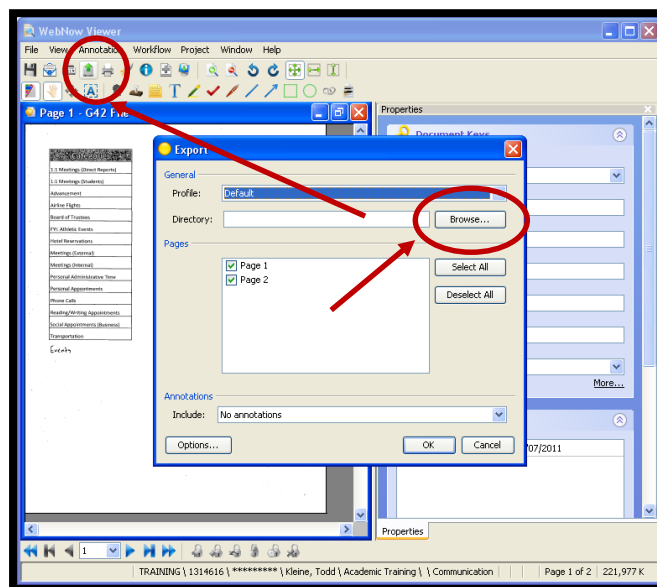


- Once displayed, a document can be displayed and properties can be changed (if permissions allow). If you do not see the “properties” on the right side of the screen (as seen below), click the F7 key on your keyboard to display:




## EXPORTING DOCUMENTS TO A FILE

- If you wish to export a file(s) from ImageNow™, click on the export icon  from the toolbar (as seen below). Be sure to specify the destination directory and click “ok” when finished:



## EMAILING A DOCUMENT

1. If you wish to email a file from ImageNow™, click on the email icon  from the toolbar (as seen below). In order to email the document, you must have Microsoft Outlook™ open as a program on your computer, not from the web. Be sure to specify the applicable pages and click “ok” when complete. Finally, a blank email message will appear with the document images attached (as seen below):

