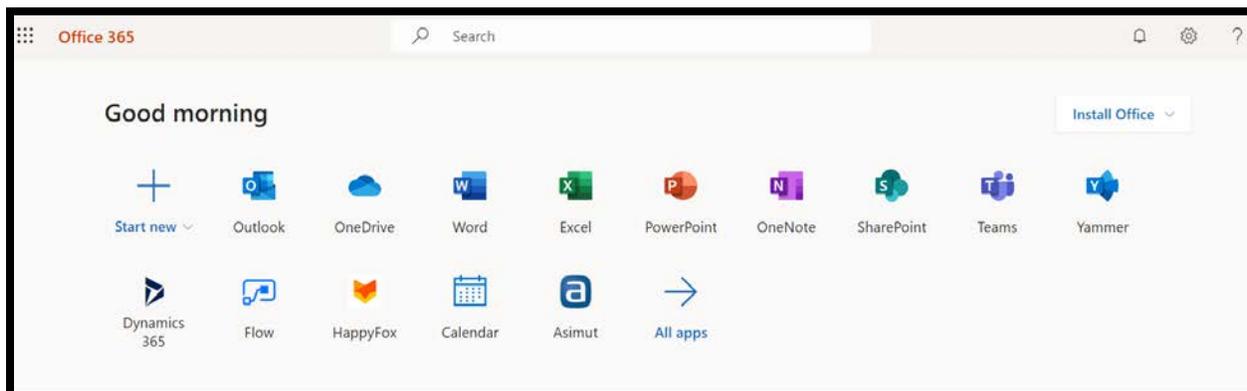


Log-in Protocol for Faculty

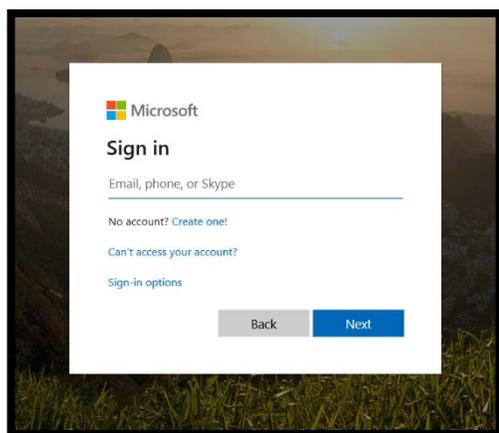
Many applications at the Curtis Institute of Music, including Outlook, ASIMUT, and Teams, are linked through Office 365. These applications, along with the Curtis Intranet/Portal, all use the same log-in information.



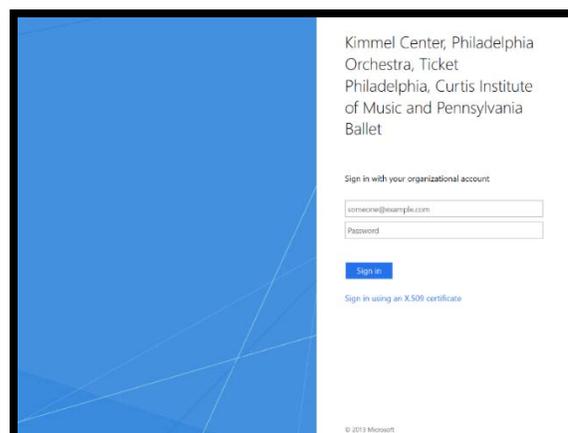
E-MAIL

To access your Curtis e-mail account from the Internet (webmail):

1. Open your web browser: Safari, Internet Explorer, Firefox, Chrome, etc.
2. Go to portal.office.com.
3. Enter your e-mail address and click the “Sign in” button. Do not enter your password on this page (see Screen A below).
4. You will be redirected to another sign-in page that says “Kimmel Center, Philadelphia Orchestra, Ticket Philadelphia, Curtis Institute of Music and Pennsylvania Ballet” on the top right of the screen (see Screen B below).



SCREEN A



SCREEN B

5. Enter your password to access your mailbox. Forgot your password? E-mail the Curtis IT department at infotech@curtis.edu to reset it.

MOBILE ACCESS

To use your Curtis e-mail on your mobile phone, we recommend that you install the Outlook app. The app is available via the Google Play Store (for Android phones) or Apple’s App Store (for iPhones).

WI-FI

Classroom PCs are on a wired Internet connection. This log-in protocol is only for wireless devices, personal laptops, and other PCs without a wired connection.

To connect to the Internet from your wireless device (smartphone, tablet, etc.) using Curtis wi-fi:

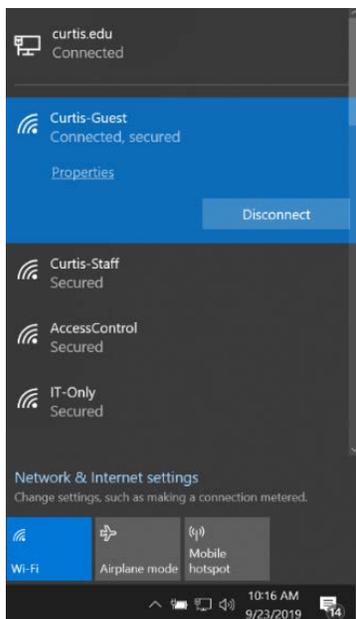
1. Select the Settings icon on the device.



2. Select **wi-fi** and make sure it is turned **ON**.
3. Below the “Choose a Network...” message, select **Curtis–Guest**.
4. Enter the Wi-fi password for the Curtis-Guest network. This password changes semi-annually; contact infotech@curtis.edu or dial extension 4206 if you need it.

To connect to the Internet from your laptop or a non-classroom PC using Curtis wi-fi:

1. For Windows 7: Click on the icon with five ascending bars at the bottom right corner of the computer screen. For Windows 10: Click on the square-shaped icon at the bottom right corner of the computer screen, located between the speaker and battery icons.
2. A menu will pop up with the different wireless networks in your area. Click Curtis–Guest and press the “Connect” button. After you do, the menu will look like the image below.



3. Enter the Wi-fi password for the Curtis-Guest network. This password changes semi-annually; contact infotech@curtis.edu or dial extension 4206 if you need it.

For help with any immediate issues, please contact Yvonne Fulmore, academic technology specialist, at yvonne.fulmore@curtis.edu or (215) 875-4206 (from a Curtis network phone, please dial ext. 4206). Less immediate queries should be sent to infotech@curtis.edu.

E-MAIL FORWARDING

We encourage you to forward your Curtis e-mail to an e-mail account that you read frequently. To set up e-mail forwarding:

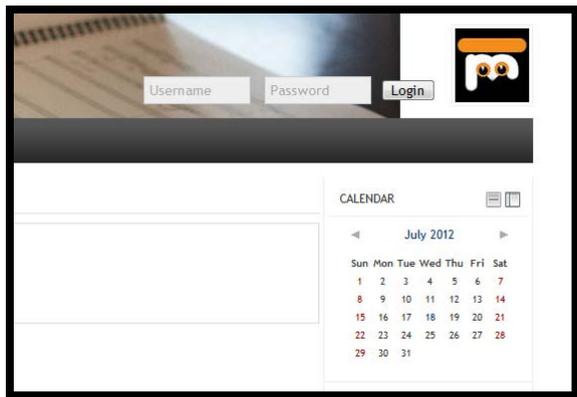
1. Log into your e-mail account.
2. Click on your initials (they will be inside of a circle and they may be reversed) on the upper right-hand corner of the page.
3. Select “My account.”
4. Click on the gear icon in the upper right-hand corner of the next page to open the “Settings” menu.
5. Scroll down to “Your app settings” and select “Mail.”
6. On the left-hand side of the new page, select “Forwarding” (under “Accounts”).
7. Under “Start forwarding,” type in the e-mail address to which you would like your e-mails forwarded.
8. Press “Save” for the changes to be active.

For further assistance with setting up e-mail forwarding, please e-mail infotech@curtis.edu.

MOODLE

To log into your Moodle account:

1. Open your web browser (Safari, Internet Explorer, Firefox, Chrome, etc.).
2. Type **study.curtis.edu** into the address bar and press **enter**.



< Steps 3, 4, and 5

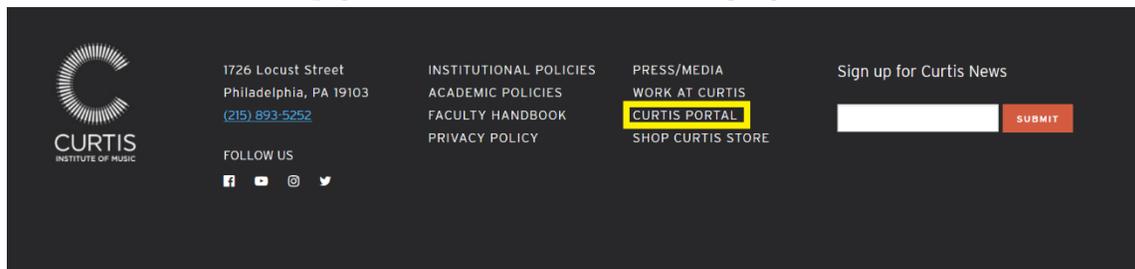
3. Username (top right corner of the web page): Enter **firstname.lastname**.
4. Password: Enter your Curtis e-mail password.
5. Click the gray **Log-in** button.

For help with any immediate issues, please contact Yvonne Fulmore, academic technology specialist, at yvonne.fulmore@curtis.edu or (215) 875-4206 (from a Curtis network phone, please dial ext. 4206). Less immediate queries should be sent to infotech@curtis.edu.

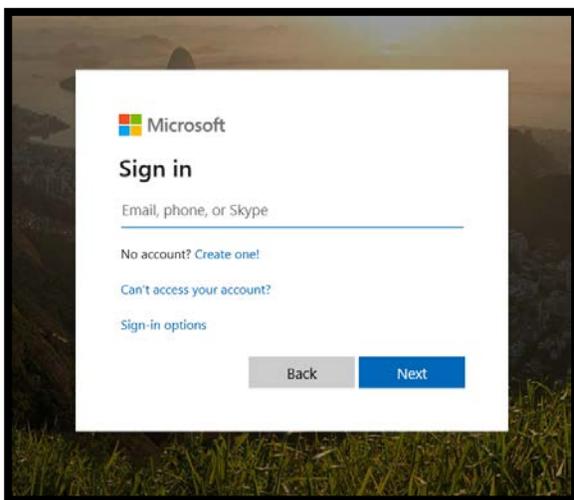
CURTIS INTRANET/CURTIS PORTAL

To log into the Curtis intranet (which is also referred to as the Curtis Portal):

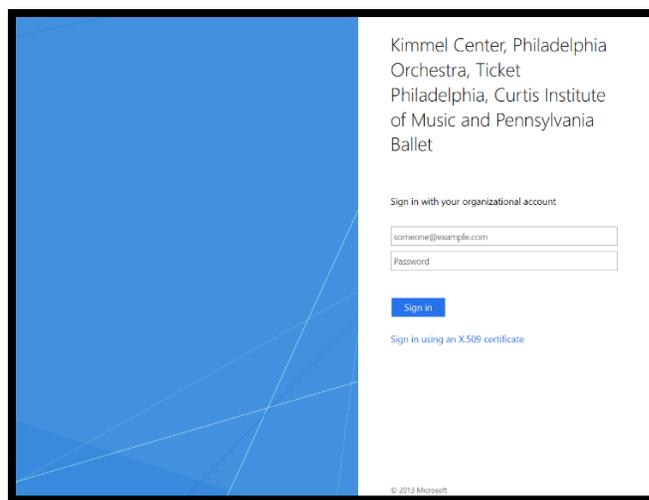
1. Open your web browser (Safari, Internet Explorer, Firefox, Chrome, etc.).
2. Type **www.curtis.edu** into the address bar and press **enter**.
3. Scroll to the bottom of the page and select “Curtis Portal” (as highlighted below in yellow).



4. Enter your e-mail address and click the “Sign in” button. Do not enter your password on this page (see Screen A below).
5. You will be redirected to another sign-in page that says “Kimmel Center, Philadelphia Orchestra, Ticket Philadelphia, Curtis Institute of Music and Pennsylvania Ballet” on the top right of the screen (see Screen B below).



SCREEN A



SCREEN B

6. Enter your password to access the Curtis intranet/Curtis Portal. Forgot your password? E-mail the Curtis IT department at infotech@curtis.edu to reset it.

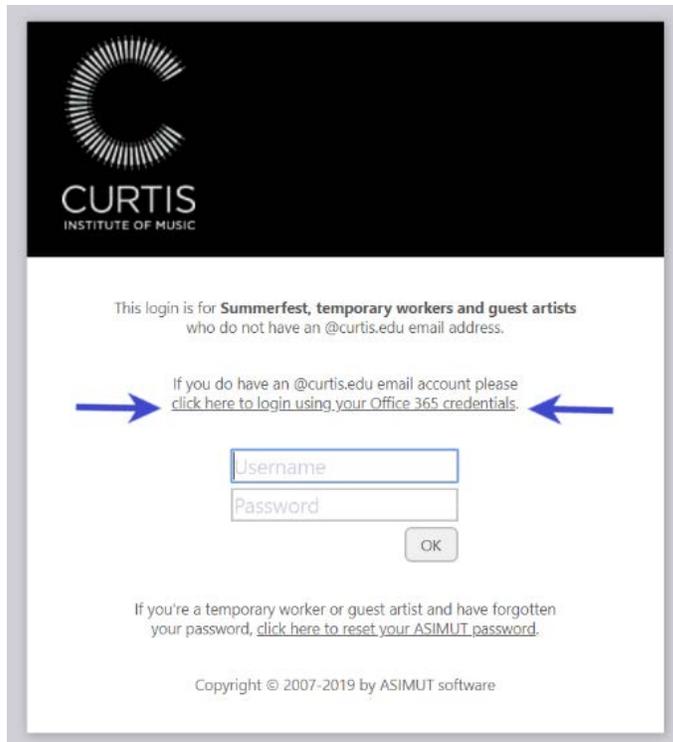
For help with any immediate issues, please contact Yvonne Fulmore, academic technology specialist, at yvonne.fulmore@curtis.edu or (215) 875-4206 (from a Curtis network phone, please dial ext. 4206). Less immediate queries should be sent to infotech@curtis.edu.

ASIMUT

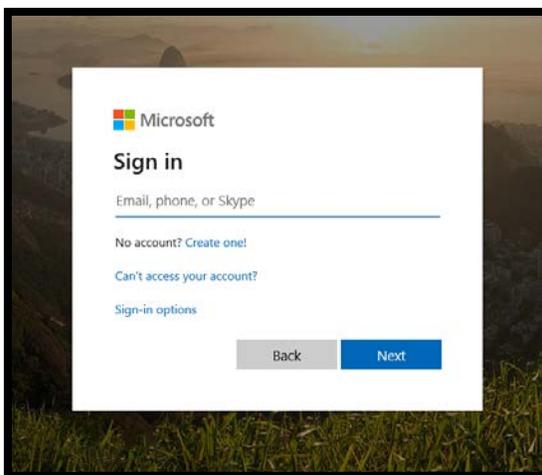
To log into ASIMUT to book rooms and view schedules:

1. Open your web browser (Safari, Internet Explorer, Firefox, Chrome, etc.).
2. Type <https://curtis.asimut.net/public/> into the address bar and press **enter**.

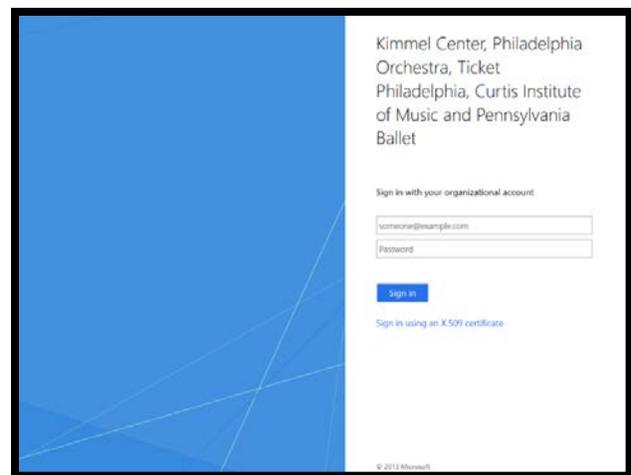
- To log in, click on the underlined “click here to log in using your Office 365 credentials” (as underscored by the blue arrows in the image below).



- Enter your e-mail address and click the “Sign in” button. Do not enter your password on this page (see Screen A below).
- You will be redirected to another sign-in page that says “Kimmel Center, Philadelphia Orchestra, Ticket Philadelphia, Curtis Institute of Music and Pennsylvania Ballet” on the top right of the screen (see Screen B below).
- Enter your password to access ASIMUT. Forgot your password? E-mail the Curtis IT department at infotech@curtis.edu to reset it.



SCREEN A



SCREEN B

For help with any immediate issues, please contact Yvonne Fulmore, academic technology specialist, at yvonne.fulmore@curtis.edu or (215) 875-4206 (from a Curtis network phone, please dial ext. 4206). Less immediate queries should be sent to infotech@curtis.edu.