

## Welcome to Duquesne University's Journalism and Multimedia Arts department. Here are some FAQ and answers.

- **Obtaining a DU Card**

- The DU Card Center is located on the second floor of the Student Union, Monday through Friday 8:30-4:30
- DU Card is needed for:
  - Student Identification
  - Power Center Access
  - Library Access
  - Meal Plan
  - Duquesne Dollars
  - Computer Lab Access
  - ATM Card - when linked to a PNC Account
  - Building/Residence Hall Access
  - Selling Back Textbooks
- If you are unable to visit the DU Card Center during office hours, you can request a DU Card through the Mail. Requests must indicate
  - That you are not able to reach the office during their regular hours
  - Your full name
  - Complete Mailing Address
  - Last four digits of our Social Security Number
  - Program or Major
- More information can be found at:
  - <http://www.ducard.duq.edu/>


- **Registering Your MultiPass**





- Multipass accounts are automatically created by the University when a student sends in their deposit
- Locate your username at:  
<https://ra.cr.duq.edu/AccountTools/multipass/initialize/findusername.cfm>
  - First name
  - Last name
  - Last 4 digits of your Social Security Number
- Initialize account at:  
<https://ra.cr.duq.edu/AccountTools/multipass/initialize/index.cfm>
- Click on *Initialize Your MultiPass*
- Read the Usage Policy, then click *Initialize My MultiPass Account Now*
- Complete the User Verification
  - Insert your username
  - Use the drop-down list to display your birthday
  - Type your permanent home zip code
    - Remember to use the zip code that your originally registered with the University
  - Last four digits of your Social Security Number
  - If your information is not accepted, and you have confirmed it is correct, contact the CTS Help Desk [help@duq.edu](mailto:help@duq.edu) or 412-396-4357(HELP) or 1-888-355-8226 to verify that the information on file is different than what you believe it should be.
- MultiPass allows students access to:
  - DORI
  - WebMail
  - BlackBoard
  - Class Registration
- Passwords must be reset every 120 days
- If you have trouble registering for your first semester of classes contact Sally Richie at 412-396-1311 or email her at [richiea@duq.edu](mailto:richiea@duq.edu)


MultiPass MultiPass

https://www.duq.edu/webapps/multipass/index.cfm

Suggested Sites Web Slice Gallery Other bookmarks

MultiPass  DUQUESNE UNIVERSITY

 Here to change your password? Don't forget to update it in the following places:  Wireless  Email Client  Mobile Phone



### MultiPass: Simple, Safe, and Secure

MultiPass is a secure username and password combination that is your key to DORI, Blackboard, email, wireless, Webmail, and other electronic resources - on your laptop, desktop, phone, or any other device.

New Here?	Already Have Your MultiPass?
<a href="#">MultiPass Setup</a>	<a href="#">Password Management</a>

You can now unlock your MultiPass account by clicking Password Management

[More Information](#) | [Need Help?](#)

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MultiPass MultiPass

https://www.duq.edu/webapps/multipass/index.cfm

Suggested Sites Web Slice Gallery Other bookmarks

MultiPass DUQUESNE UNIVERSITY

← back

Step 1 of 6 Who are you?

Last Name:

Last 4 Digits of your Social Security Number:

[Find my Account »](#)

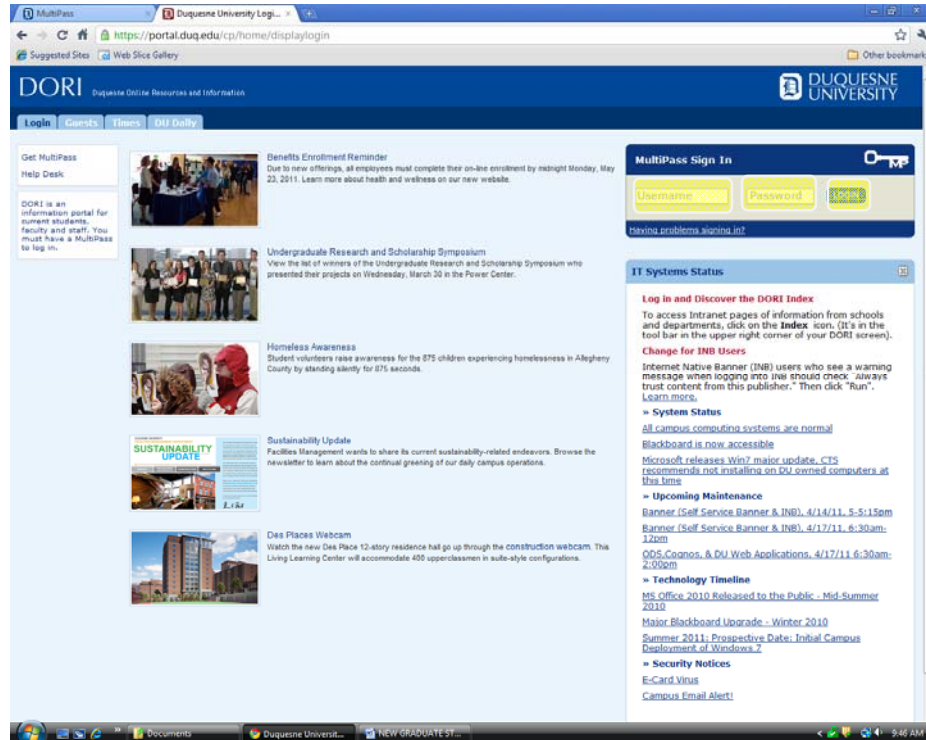
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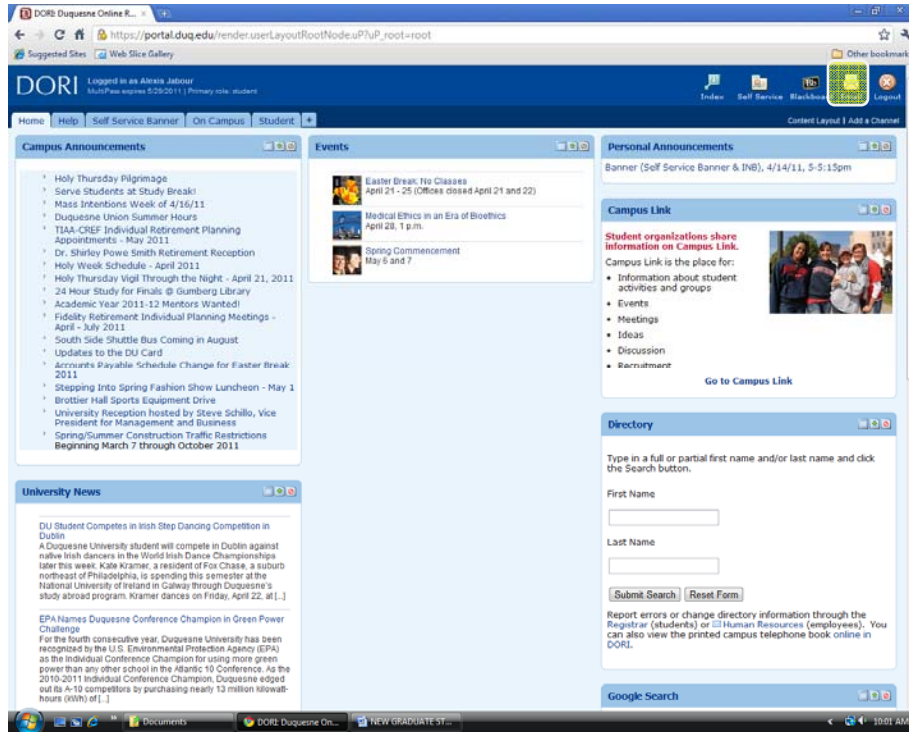
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- **Accessing and Using WebMail**

- Navigate to:

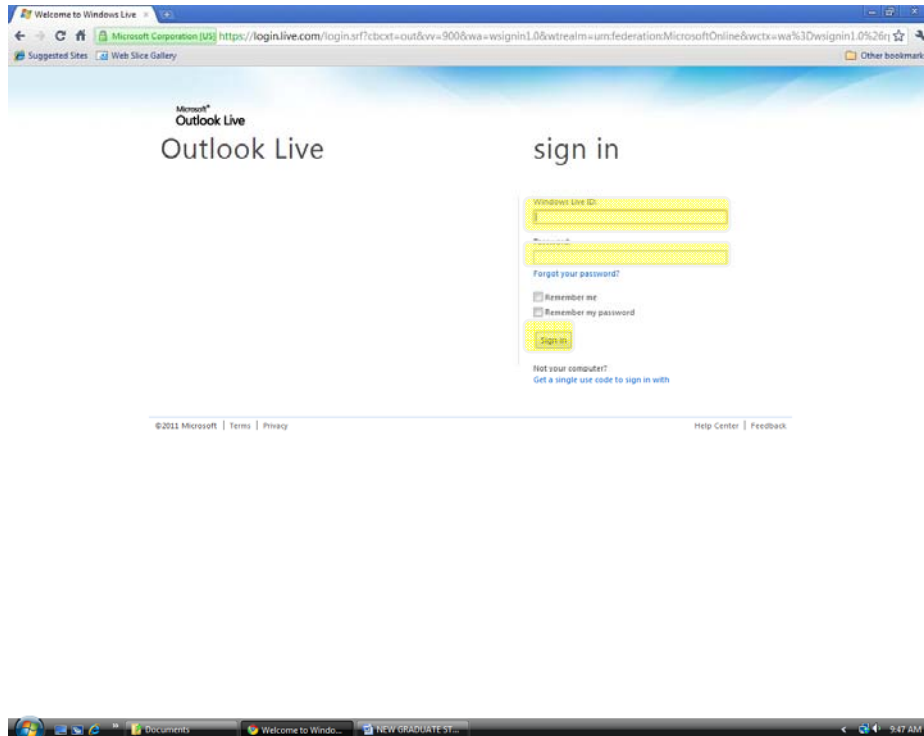
- <http://duq.edu/dori>
- Enter your MultiPass username and password
- Select “email” in the top right-hand corner





OR

- <http://outlook.com>



- Enter your MultiPass username and password
- On the left-hand menu you will see:
  - Inbox – Messages you have received
  - Drafts – Messages you have composed but not sent
  - Sent – Messages you have composed and sent
  - Trash – Messages you have deleted
- Spam Filter
  - Outlook uses a spam filter to keep unwanted emails from reaching your Inbox
  - Occasionally you will receive emails from the Duquesne Firewall reading, “Spam Quarantine Summary”
    - It is important to periodically review the emails that the filter has blocked to make sure that it is not blocking desired messages
    - Upon review you can:
      - Deliver – Telling the Spam filter that you would like the message sent to your Inbox
      - Whitelist – Meaning you would like the sender to be able to send you messages
      - Delete – Remove the email from your quarantine summary
- Logout
  - Click “Sign Out” link in the upper right-hand corner
  - Or, you will automatically be logged out if your connection remains idle for 30 minutes.

- **Parking Information**

- All vehicles, except registered motorcycles, must display a valid Duquesne University permit from:
  - Monday through Thursday: 6 a.m. to 9 p.m.
  - Friday: 6 a.m. to 3 p.m.
  - Saturday: 6 a.m. to 4 p.m.
  - Parking is not enforced on Sundays
- Legal parking and posted signs are always enforced
- You can only park in the area designated by your permit. You will get a ticket if you park elsewhere on University controlled property or violate any parking regulation.
- You can apply and purchase a permit at:

<https://ra.cr.duq.edu/Production/stuperms/index.cfm>

