Key Things to Know

LOCATION, LOCATION, LOCATION

Where are classes held?
109 NW Naito: The front door of the Oregon Executive MBA classrooms.

How do I get in the door?
You should use your ID card to enter through the door at this address. You may also use your ID card to enter through the doors in the courtyard and the 38 NW Davis lobby.

Where are the administrative offices?
38 NW Davis: the door that opens on to the building’s lobby. You should enter through this door to access the administrative offices on the second floor, suite 200. (You can also exit from the back of the 109 Naito Street building to the elevators to get the second floor.)

YOUR UO IDENTITY

What's a Duck ID?
Duck ID: the Duck ID is the first part of your University of Oregon email address (the part before the @uoregon.edu). This is used to access university systems like email, wireless, Canvas and the VPN.

UO ID number
This is your identification number. It always starts with 95-. It appears on your UO ID card and you will use it as your user name to log in to DuckWeb.

UO ID card
This is your physical UO ID card. You'll use this as a key card to enter the building, for library services, and to demonstrate student status to outside entities.

What's DuckWeb?
This is where your student records exist, including your tuition billing account, grades, and personal information. You login using your UO ID number and your PAC.

PAC
PAC stands for Personal Identification Code. You will use it as a password when you log in to DuckWeb with your UO ID number.

Updated October 25, 2018
ONLINE AND DIGITAL TOOLS

What is Canvas and how do I use it?
Canvas: University of Oregon’s learning management system. In addition to a student site that is always available, each course will have its own Canvas site which will go away at the end of each term. You should use Canvas to communicate with your professors and access the syllabus for each course. You can login to Canvas at canvas.uoregon.edu.

E-Books via Kindle and Amazon
If you chose electronic books, the majority of your books will be automatically posted on your Kindle library. You can manage your Kindle library through your Amazon account.

You can read books on Kindle in several ways:

- Via a dedicated Kindle device
- Using the Kindle app
  - On an iPad or other tablet device
  - On a computer via the free Kindle app
- On a computer via a web browser using the Kindle Cloud Reader

Before classes started, you signed up for a Whispercast account, the service that we use to distribute your books to your Kindle account. Once you’ve signed up for Whispercast, you can find your Oregon Executive MBA books in your Kindle library when they are available.

Study.Net
This is where you will find your electronic course packets (articles and cases). There will generally be a Study.Net packet for each course.

The first time you log in to Study.Net, you’ll use your Duck Id and last name. (You’ll be prompted to change this information the first time you log in.)
QUESTIONS AND FEEDBACK

Everyone on staff is happy to help with questions and concerns. But if you want to go straight to the source on a particular topic, here is a list of common questions and the best people to answer them.

**Tuition and financial aid**
Erika Foin

**Textbooks, study.net, e-books**
Erika Foin

**My UO ID card doesn't work or is lost!**
Erika Foin

**Student services, team coaching, assessments**
Jennie Leander

**Global Trip**
Katrina Loganimoce

**Faculty, course assignments and other academic issues**
Deb Bauer

**Executive Coaching**
Jennie Leander

**Capstone project**
Gudrun Granholm

**Food and drink options, catering**
Wendy Sierra

**Heating, cooling, kitchen or bathroom cleanup, anything else building-related**
Front desk staff

**Additional materials for breakout rooms, help with copying, out of coffee**
Front desk staff

**Computer issues**
IT Tech (in the control room behind the tiered classroom)
Who’s Who (and What They Do)

Julianna Sowash
Program strategy and oversight
sowashj@uoregon.edu | 503-412-3792

Rachel Todd
General program oversight
rtodd7@uoregon.edu | 503-412-3778

Paul Allen
Admissions and marketing
pallen3@uoregon.edu | 503-412-3794

Deb Bauer
Academic oversight, faculty staffing
djbauer@uoregon.edu | 541-346-2836
Erika Foin
Operations oversight, materials distribution, tuition and financial aid coordination
foin@uoregon.edu | 503-412-3785

Jennie Leander
Student services and support, team coaching, assessments
jleander@uoregon.edu | 503-412-0478

Susan Aldama
Executive assistant
saldama@uoregon.edu | 503-412-3710

Kit Alderdice
Communications specialist
kita@uoregon.edu | 503-412-3780

Gudrun Granholm
Capstone coordinator, instructor, academic committee
gudrung@uoregon.edu

Sandy Kingsley
Admissions coordination and graduate school liaison
kingsley@uoregon.edu | 503-412-3786
Katrina Loganimoce
Global experience coordination
katrinal@uoregon.edu | 503-412-3791

Andrew Nelson
Academic committee
ajnelson@uoregon.edu | 541-346-1569

Wendy Sierra
Classroom support, catering, room reservations
sierraw@uoregon.edu | 503-412-3793