

## What is Nolij Web?

At The University of Akron, we have begun to convert student files to an all-electronic format. This is being done in stages.

Nolij Web is the document imaging software application we are using. Document imaging is the process of scanning paper documents and converting them to digital images that are stored electronically.

The University of Akron is using Nolij Web to image, annotate, retrieve and manage our large volume of documents. Most of these documents are originally in paper form, are scanned into Nolij and saved electronically to a student folder. Some of the documents in Nolij are created originally in electronic form, such as a Word document.

## How do I get started with Nolij Web?

### 1. Installation and Security

Contact the Support Desk at x6888 to request the installation of the Nolij Web software and to obtain your security to view the student records in Nolij Web.

If you will be accessing Nolij Web with a wireless connection on campus, let the Support Desk know that you also need the Nolij VPN software.

### 2. Training

Register for instructor-led classes at <https://www.uakron.edu/seminars> .

Documentation and tutorials are available at <http://www.uakron.edu/its/learning/training/Nolij.php> .

### 3. Contacts for Initial Questions

Troubleshooting	Support Desk at x6888
Document Image Coordinator	Melba Fey, <a href="mailto:mfey@uakron.edu">mfey@uakron.edu</a> , x7178
Training	Sue McKibben, <a href="mailto:smf@uakron.edu">smf@uakron.edu</a> , x6391 Pam Rodehaver, <a href="mailto:rodehav@uakron.edu">rodehav@uakron.edu</a> x2388