

CONTENT REPOSITORY

Onboarding Guide

INDEX

General Guide	Page 2
How to access	Page 3
Helpful Resources	Page 11
Frequently Asked Questions	Page 12

CONTENT REPOSITORY

General Guide

CONTENT REPOSITORY DEFINITION

Web-based repository housing the course content of ASU programs.

PURPOSE

Provide an easy way to access (and sort) through the ASU curriculum to:



Foster and accelerate collaboration



Self-service access to view curriculum



Fast access and direct download capabilities

ENHANCE AND ACCELERATE

Co-branded or locally-branded university and degrees
Use as materials for blended and hybrid learning
Implement digitally-enhanced pedagogies
Improve local programs with curriculum and assets
Launch new programs combining face-to-face and online
Rapidly expand online programs
Architect for programmatic accreditations
Expand continuing education offers

CONNECT TO ASU

Dual Degrees

Accelerated
master's degrees

Co-Lecturing

Embedded
Certificates

CONTENT REPOSITORY

General Guide: How to Access

1. THE INSTITUTION WILL IDENTIFY THE STAFF AND FACULTY THEY WANT TO GRANT ACCESS TO THE CONTENT REPOSITORY.

2. THE INSTITUTION WILL SHARE THE SELF-ENROLL LINK BELOW WITH THE SELECTED FACULTY AND STAFF:



ASU-Cintana Content Repository Best Practices and Training

<https://lms.cintana.com/enroll/4CDWGG>



3. TO RECEIVE ACCESS TO THE CONTENT REPOSITORY, YOU MUST COMPLETE AND PASS THE ASU-CINTANA CONTENT REPOSITORY BEST PRACTICES AND TRAINING COURSE. YOU SHOULD FOLLOW THE INSTRUCTIONS BELOW TO LOGIN.

- Enter your institutional email address
- Click on "I am a new user"
- Enter your full name
- Click on the checkbox "I agree to the Acceptable Use Policy"
- Click on the reCAPTCHA box
- Click on the button "Enroll in Course"

NOTE: YOU MUST FILL OUT THE ASURITE ID FORM AVAILABLE AT THE END OF THE COURSE TO RECEIVE YOUR ASURITE ID ACTIVATION EMAIL.

4. ONCE YOU HAVE PASSED THE COURSE, YOU WILL RECEIVE TWO EMAILS:
A) A DIGITAL CERTIFICATE IN 10 BUSINESS DAYS; AND B) ASURITE ID ACTIVATION IN UP TO 5 BUSINESS DAYS.

CONTENT REPOSITORY

General Guide: How to Access

5. YOU WILL RECEIVE THE EMAIL WITH A LINK TO ACTIVATE YOUR ASURITE ID FROM ASU. AS SOON AS YOU RECEIVE THE ACTIVATION EMAIL, MAKE SURE YOU COMPLETE THE ACTIVATION RIGHT AWAY AS THE LINK WILL ONLY LAST FOR 48 HOURS. AFTER LINK EXPIRES, WE WOULD NEED TO RESTART THE PROCESS.

About the ASURITE User ID

An Arizona State University Rational Information Technology Environment (ASURITE) is the primary login for ASU computing services. Every person at ASU is assigned an ASURITE UserID. This UserID is unique and is yours to use as long as you are associated with ASU, and you follow the [appropriate policies and guidelines](#).

The ASURITE UserID is used to access various services at ASU. Your eligibility for services will depend on your affiliation with ASU.

To activate your ASURITE User ID, please click on the link provided in the ASURITE ID Activation email.

You will be asked to provide your email, date of birth and the code provided in the email. After activation you will be taken to the MyASU page. You will be able to see your ASURITE ID and ASU email by clicking on the arrow next to your name on the top right corner of the page. Click on "View Profile" to see all of your profile information.

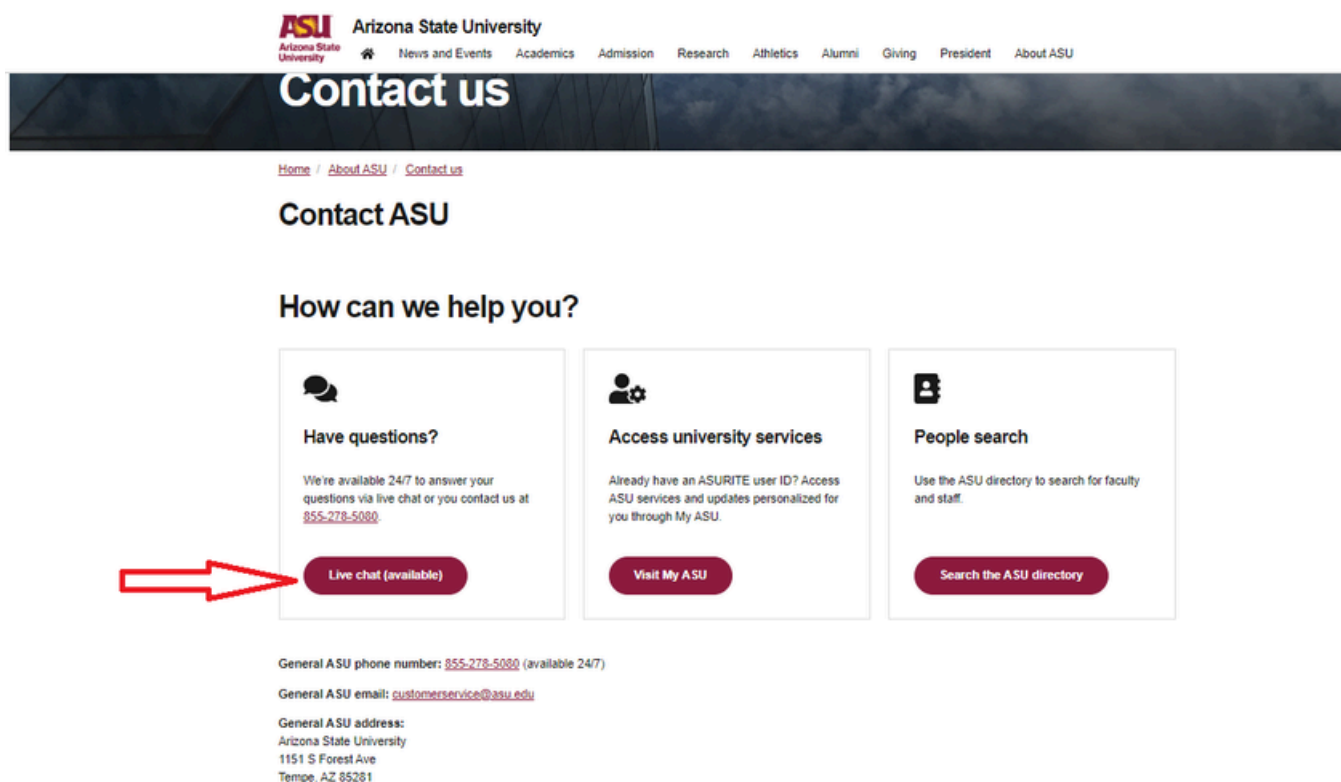
The screenshot shows the 'My ASU' profile page. At the top right, the user's name 'Diego Garcia' is displayed with a dropdown arrow. A red arrow points to this arrow. Below the name, a profile card shows the ASU logo, 'Primary Name: ASU ID (empty)', and 'ASURITE User ID: dgarc184'. A red arrow points to the 'View Profile' button on this card. On the left side, under 'Directory Information', there is a 'View Profile' button. Below that, in the 'Contact Details' section, the 'Email' field shows 'Public Email: dgarc184@asu.edu' and 'Delivering to: dgarcia@cintana.com'. A red arrow points to the email address. The page also includes navigation links like 'Finances', 'Campus Services', 'Profile', and 'Help', as well as various service links like 'Gmail', 'Google Drive', 'ASU Library', etc.

CONTENT REPOSITORY

General Guide: How to Access

NOTE: Please be aware that the activation of the ASURITE ID might take up to 24-36 hours to be fully completed. During that time, some services may be unavailable and you may experience login issues. Please wait for the 36-hour grace period to contact support about any possible issues.

If you have questions about your ASURITE USER ID, please refer to the [ASURITE support page](#). You can also contact the ASU Support Desk via [Live Chat](#).



The screenshot shows the ASU Contact Us page. At the top is the ASU logo and navigation links: News and Events, Academics, Admission, Research, Athletics, Alumni, Giving, President, and About ASU. Below the navigation is a dark banner with the text "Contact us". Underneath the banner is a breadcrumb trail: Home / About ASU / Contact us. The main heading is "Contact ASU". Below this is the question "How can we help you?". There are three service cards: "Have questions?" with a "Live chat (available)" button (highlighted by a red arrow), "Access university services" with a "Visit My ASU" button, and "People search" with a "Search the ASU directory" button. At the bottom, contact information is provided: General ASU phone number: 855-278-5080 (available 24/7), General ASU email: customerservice@asu.edu, and General ASU address: Arizona State University, 1151 S Forest Ave, Tempe, AZ 85281.

**Chat now with
ASU support**

CONTENT REPOSITORY

General Guide: How to Access

6. AFTER ACTIVATING THE ASURITE ID YOU WILL BE ABLE TO LOGIN TO THE CONTENT REPOSITORY. PLEASE FOLLOW THESE STEPS:

- To avoid any conflicts, logout of your Gmail account (if you have one), clear cache and cookies
- Close all open tabs
- Open a new browser window and access: <https://repository.poweredby.asu.edu>
- The ASU Sign In page should appear (see image below)
- Enter your ASURITE User ID and Password

<https://repository.poweredby.asu.edu>



ASU Arizona State University

We can beat COVID-19 together.

Sign In

ASURITE User ID [Activate or request an ID](#)

Password [Forgot ID / password?](#)

☒ Remember my user ID

Need Help? Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)

[System Status](#) | [ASU Home](#) | [Copyright](#) | [Acceptable Use](#) | [Privacy](#)

CONTENT REPOSITORY

General Guide: How to Access

7. BEFORE YOU ARE DIRECTED TO THE CONTENT REPOSITORY PAGE, YOU WILL BE REQUIRED TO COMPLETE ONE ADDITIONAL STEP. YOU WILL NEED TO CHOOSE A SECONDARY AUTHENTICATION METHOD.

We recommend you download and install the DUO Mobile App – see steps below:

Install the Duo Mobile App: Using Smartphone or Tablet and the Duo Mobile App

1. This option allows you to use the "push" notification, generate passcodes, and (if using a smart phone) use text messages or calls to authenticate. When using passcodes, you can do so without a wifi or cell phone connection. This is the most reliable and flexible option.
 - Download and install Duo Mobile app on your smartphone or tablet prior to enrollment.
 - In the app store on your mobile device, search for "Duo Mobile".
 - Download and install the Duo Mobile app. For information on how to download and install apps, see your mobile device's documentation.
2. Choose the "Mobile phone" option.
3. The software will help you complete the process. More information is available in DUO's [Enrollment guide](#).
4. When complete, you will see "Device successfully added!". You may either click the "Continue to login" button or leave the page.
5. You can close the Duo app on your device it is ready for use.

ASU Arizona State University

HOTLINE
for Campus Safety & Compliance
877 SUN-DEVL : hotline.asu.edu

Your account requires an additional step to continue. [Cancel and sign out.](#)

Choose an authentication method

Arizona State University

TWO-FACTOR AUTHENTICATION

[What is this?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

Secured by Duo

☐ Remember me for 7 days

☐ Duo Push [Send Me a Push](#)

☐ Call Me [Call Me](#)

☐ Passcode [Enter a Passcode](#)

Need Help? Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)

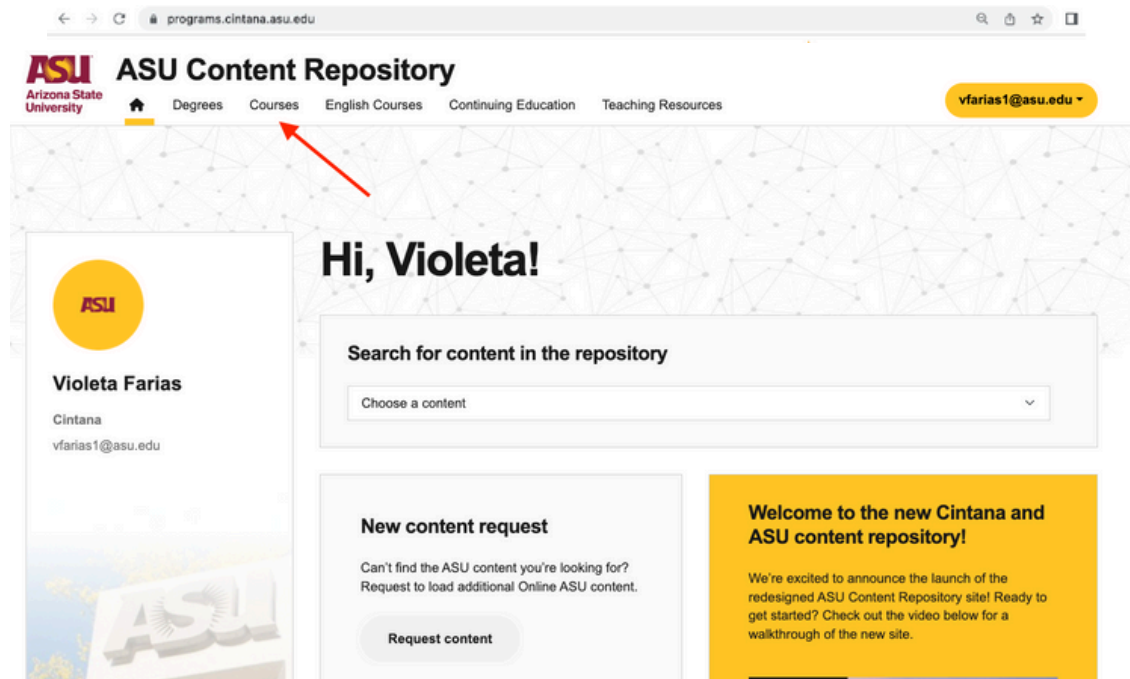
[System Status](#) | [ASU Home](#) | [Copyright](#) | [Acceptable Use](#) | [Privacy](#)

CONTENT REPOSITORY

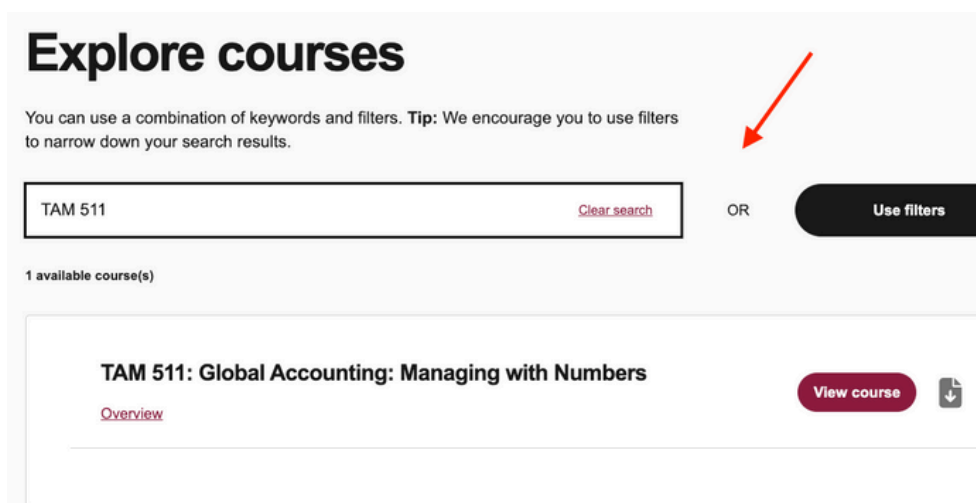
General Guide: How to Access

8. ONCE ON THE CONTENT REPOSITORY YOU CAN SELECT BY:

- Explore Degrees
- Explore Courses
- English Courses
- Continuing Education



9. AFTER SELECTING THE PROGRAM OR COURSE YOU WOULD LIKE TO EXPLORE, USE THE SEARCH BAR OR FILTERS TO SEE IT.



CONTENT REPOSITORY

General Guide: How to Access

10. SELECT THE “VIEW COURSE” BUTTON TO SEE AN OVERVIEW OF THE COURSE.

Explore courses

You can use a combination of keywords and filters. **Tip:** We encourage you to use filters to narrow down your search results.

TAM 511 | [Clear search](#) OR [Use filters](#)

1 available course(s)

TAM 511: Global Accounting: Managing with Numbers

[Overview](#) [View course](#)

11. SELECT THE SYLLABUS OPTION IN THE TABLE OF CONTENTS ON THE LEFT SIDE MENU.

TAM 511: Global Accounting: Managing with Numbers [Download course](#)

Syllabus

To print: MAC users press "⌘" + "P". PC users press "CTRL" + "P".

THUNDERBIRD
SCHOOL OF GLOBAL MANAGEMENT

ASU Arizona State University

TAM 511: Global Accounting
Download/Print the Course Flow Document

[Link to the Syllabus- Beta Tool to Ask Questions on Syllabus](#)

Course and Faculty Information

Course Description:

Covers the fundamentals of financial and managerial accounting in a global environment focusing on effective management across public, private and not-for-profit organizations in the era of Fourth Industrial Revolution (4IR). Financial accounting focuses on providing information to users for internal and external decision making. By understanding the structure and process of preparing a balance sheet, income statement and statement of cash flows, including an in depth review of key

CONTENT REPOSITORY

General Guide: How to Access

12. SELECT THE “DOWNLOAD COURSE” BUTTON TO EXPORT THE COMPLETE COURSE.

TAM 511: Global Accounting: Managing with Numbers

Download course

Home
Syllabus
Modules
Assignments
Discussions
Quizzes
Grading rubric
LTI tools

Syllabus

To print: MAC users press "⌘" + "P". PC users press "CTRL" + "P".



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13. IN CASE, YOU FIND A **PROGRAM OR COURSE** IN THE ASU COURSE CATALOG, AND YOU CANNOT FIND IT IN THE REPOSITORY, YOU CAN ALWAYS REQUEST TO HAVE IT UPLOADED.

Graduate degrees

For the latest information on all graduate online degree programs, please use ASU's [Graduate Degree Search](#).

With your access, you can save "favorite" graduate degree programs and compare them to other degree options at ASU.

[View graduate degrees](#)

programs filter to accurately identify the programs that meet this criterion.



Can't find the ASU course you're looking for?

[Request course/degree programs](#)



Need support?

Email:
support@cintana.com

WhatsApp:
<https://wa.link/pm3ssy>



CONTENT REPOSITORY

Helpful Resources

SELF-PACED LEARNING CANVAS COURSES

- ▶ [Be The Hero - Canvas Admin Training Course](#)
- ▶ [Héroe de Canvas \(Spanish Version\)](#)
- ▶ [Be the Hero \(Portuguese Version\)](#)
- ▶ [Passport to Canvas](#)
- ▶ [Passport to Canvas \(Canvas Student Orientation\)](#)
- ▶ [Growing with Canvas](#)
- ▶ [Growing with Canvas \(Spanish Version\)](#)
- ▶ [Growing with Canvas \(Portuguese Version\)](#)
- ▶ [Growing with Canvas \(Teacher Training\)](#)

CANVAS LMS COMMUNITY

community.canvaslms.com



CONTENT REPOSITORY USAGE – SUCCESS STORIES

Cintana Best Practice session about the use of the ASU Content Repository by the NorthCap University

[Cintana Best Practice session by the NorthCap University](#)



Passcode: 2YL#bM5s

Cintana Best Practice session about the use of the ASU Content Repository by UIDE and UAG

[Cintana Best Practice session by UIDE and UAG](#)



Passcode: 42@8q72%

CONTENT REPOSITORY

Frequently Asked Questions

1. WHAT IS THE CONTENT REPOSITORY?

Source for Arizona State University Educational Content. In the repository you can explore, experience, and download courses.

2. WHAT ARE STUDENTS REACHED?

Number of Impacted students with the use of the Content Repository Courses.

3. HOW DO I GET ACCESS TO THE CONTENT REPOSITORY?

Your institution will provide a list of authorized users to Cintana staff so they can process the request with ASU.

4. WHAT IF I FIND AN ONLINE PROGRAM IN THE ASU CATALOG AND I CANNOT FIND IT IN THE CONTENT REPOSITORY?

You can always request to have a program that is available online in the ASU Course Catalog to be uploaded into the repository by clicking on request program or request course. By clicking here, it will prompt a form asking more information about the course you would like uploaded and will go into a queue for ASU to revise and approve before loading the course. Please note, not all online degrees may have content available on the platform.

The screenshot shows the ASU Class Search interface. At the top, there's a navigation bar with 'ASU Class Search' and 'Course Catalog Search'. Below this is a search bar with fields for Term (Fall 2022), Subject (CIS), Number, and Keyword search. A yellow 'Search Classes' button and a red 'Advanced Search' link are present. Below the search bar, it says 'Showing 1 to 45 of 45'. The main section is titled 'Results for CIS' and includes a 'Sort by: Course A-Z' dropdown. On the left, there are filter buttons: 'ASU Online' (selected), 'Open Classes', 'Level', 'Session', and 'More Filters'. An orange arrow points to the 'ASU Online' filter. Below the filters is a table of results:

	Number	Instructor(s)	Days	Start	End	Location	Dates	Units	Seats	OS	
<input checked="" type="checkbox"/> ASU Online	89644	Jonathan Davis				ASU Online	8/18 - 10/7 (A)	3	1 of 400 ▲	CIS	Add
<input type="checkbox"/> Lake Havasu											
<input type="checkbox"/> Online: iCourse											
<input type="checkbox"/> Polytechnic											
<input type="checkbox"/> Tempe											
<input type="checkbox"/> West	89645	Jonathan Davis				ASU Online	8/18 - 10/7 (A)	3	9 of 400 ▲	CIS	Add

CONTENT REPOSITORY

Frequently Asked Questions

Graduate degrees

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With your access, you can save "**favorite**" graduate degree programs and compare them to other degree options at ASU.

[View graduate degrees](#)

programs filter to accurately identify the programs that meet this criterion.



Can't find the ASU course you're looking for?

[Request course/degree programs](#)



Need support?

Email:
support@cintana.com

WhatsApp:
<https://wa.link/pm3ssy>

CONTENT REPOSITORY

Frequently Asked Questions

5. WHAT IF I HAVE ANY PROBLEMS USING MY ASURITE ID TO ACCESS THE CONTENT REPOSITORY PAGE?

If you have any issues or technical problems with your ASURITE ID, please refer to the [ASURITE Support page](#). You can also contact the ASU Support Desk via [Live Chat](#).

ASU Arizona State University

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Contact us

[Home](#) / [About ASU](#) / [Contact us](#)

Contact ASU

How can we help you?

Have questions?

We're available 24/7 to answer your questions via live chat or you contact us at [855-278-5080](tel:855-278-5080).

[Live chat \(available\)](#)

Access university services

Already have an ASURITE user ID? Access ASU services and updates personalized for you through My ASU.

[Visit My ASU](#)

People search

Use the ASU directory to search for faculty and staff.

[Search the ASU directory](#)

General ASU phone number: [855-278-5080](tel:855-278-5080) (available 24/7)

General ASU email: customerservice@asu.edu

General ASU address:
Arizona State University
1151 S Forest Ave
Tempe, AZ 85281

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