

Important Information About AIM Technologies!

LOGIN INFORMATION – applies to ANGEL, SONIS and GROUPWISE

Username is the first letter of your first name and your last name (example) Russ Harless = rharless (for SONIS you will use your email address: your email address is the first letter of your first name and your last name @aim.ohiochristian.edu (example: Russ Harless = rharless@aim.ohiochristian.edu)

Your Password (PIN in SONIS) is your birthdate mm dd yy six digits. (Example : May 1, 1960 = 050160)

ANGEL

Web site: <http://angel.ohiochristian.edu>

Used for downloading student guides, study questions and end of course evaluations.

SONIS -

Web site: <https://sonis.ohiochristian.edu>


Used for checking your grades, your student account, your official contact information, and other official class/program related information.

GROUPWISE – email - <http://mail.ohiochristian.edu>

This email address has been assigned to you and is the *only one used for official communication*. The back of this page has directions for automatically forwarding email received at this address to one you check frequently.

EMAIL FORWARDING

To set up your school email account to forward your communication to another email address please follow the steps below:

1. Log into your email account at: <http://mail.ohiochristian.edu>
2. Click on the middle icon (Options) at the top of the email page between the question mark and the exit icon. 
3. Once the options page opens, select the “Rules” tab
4. For “Type:” select “Forward” and click on “Create”
 - a. Enter a rule name: **Forward**
 - b. In the “If” space, choose “**From**”
 - c. Leave the next space as “**Contains**”
 - d. In the next space, enter an asterisk *
 - e. In the “To:” space, enter the email address where you want the email to be forwarded
 - f. In the subject line you might want to add: **From OCU**
 - g. Click on “Save”
 - h. Once back at the “Rules” page you should see the “Forward” rule listed.
 - i. Click “Save” here and then close this web page
 - j. Your rule is now active and you can test it by sending an email to that address and see if it forwards to your other account, allow up to five or even ten minutes for the forwarding process as some email servers are slower than others in this respect.
5. Be sure to come to the aim.biblecollege.edu site at *least once a month* to delete all the emails AND then empty the trash. *If you do not do this your mailbox will eventually fill up and no mail will be forwarded to you.*