

## Manage Account Profile

This section discusses how to keep your record of account current. This allows the College to provide timely communication to you for matters related to your account. To begin, locate the *Personal Information* card.

### Change Your Address and/or Phone Number

- Click Update Address & Phone.
- The next screen will display the contact information that Owens currently has on record. To update, click on Update Address and Phone and/or Update Personal E-Mail Address.

### Sign up for Owens Alerts

You can receive personal notifications of any Owens delays, cancellations, or other emergencies.

- Click on Manage Owens Alerts
- Enter your preferred method of contact and message type, and click Save Changes when complete.

### Set up Proxy Access\*

Granting 'proxy access' allows you to grant others online access to view certain pieces of your information and/or to have conversations with select departments.

- Click on Proxy Access.
- From the Proxy Access Menu, click on Proxy Management, and then click Add Proxy. The Proxy Management screen will display your current proxy list and allow you to update as needed.
- Complete the Profile tab and Authorization tab with the requested information. Note: Each tab must be completely filled out for a College representative to discuss the account with the proxy. For a step-by-step guide to setting up proxy access, please download the student proxy user guide on the Proxy Management page.

\*Proxies will need the PASSPHRASE created by the student when meeting with a College representative by phone or in-person.



## Quick Links Card

The Quick Links card is used for Owens student email and Blackboard link and is one of the default cards on your Ozone homepage.

### Owens Student Email (Omail)

Your student email account is the primary method of communication used at Owens Community College. This email account will remain available as long as you have an active student status at Owens. It is important to check your student email daily. Your student email address is your Ozone username @student.owens.edu. *Example: joseph\_student@student.owens.edu*

### Blackboard

Blackboard is the learning management system that Owens uses to deliver online course content and materials. Courses will generally be made available in Blackboard on the first day of class.

## Contact Your Academic & Student Financial Services Advisors

Your Academic Advisor and Student Financial Services Advisor contact information is made available on the *Advisor(s) Contact Information* card.

Students are encouraged to meet with their Academic and Student Financial Services Advisors at least once a semester. Academic Advisors will assist with course recommendations, degree evaluations, and academic plans to ensure you are meeting your program requirements. Student Financial Services Advisors are available to answer questions about your billing statement, payment options, financial aid eligibility and requirements, and your student account.

Schedule an appointment with your Academic Advisor and Student Financial Services Advisor by contacting the Student Service Center or complete an online appointment request form at [owens.edu/student-services](http://owens.edu/student-services). As a general reminder, you will need to have a valid photo ID when discussing your account with a College representative.

☎ Phone: (567) 661-2387    📠 Fax: (567) 661-7414

📍 Toledo-area Campus - College Hall 130

📍 Findlay-area Campus - Education Center 112

👉 For more information, please visit [owens.edu/student-services](http://owens.edu/student-services).

# Navigating Your Ozone Account



### Use Ozone to:

- ✓ Register for classes
- ✓ Access your student email
- ✓ Access Blackboard
- ✓ Print class schedule, transcripts and 1098-T forms
- ✓ View your degree audit and grades
- ✓ Review financial aid information and active messages
- ✓ View and pay your bill
- ✓ Change your personal information
- ✓ Set up proxy access





## Logging Into Ozone

**Activation Process:** New Owens students will need to activate their account at [sopr.owens.edu](https://sopr.owens.edu).

Click Activate Account and fill in your information. Note: Your OCID is your Owens nine-digit ID number found on your Welcome letter. If you did not receive a Welcome letter, please contact the Admissions Office at (567) 661-7777. Once all information has been filled in, click Activate.

The next step will be the setup of your password. This step will immediately follow the activation process. You can proceed to [owens.edu/ozone](https://owens.edu/ozone) to sign into your Ozone account.

**Username:** Your user name is your full first name, underscore, and full last name. *Example: Joe Student would have the user name joseph\_student. If there is more than one Joe Student, the second student's user name would be joseph\_student2.*


**Password:** The password will be what was set up as part of the activation process.



If you need assistance with your username or password, please call the Help Desk (567) 661-7120.


## How to Use Ozone

\*\*Please see the *How to Use Ozone* card for a video tutorial on navigating your Ozone account\*\*


Information is posted in *cards* on your *dashboard* (home page).

To find cards, select *Discover* from the top left *Menu*  or click *Discover More* from the bottom of your dashboard. Use the Search or circled tags at the top to help locate cards.


Choose cards for your dashboard by clicking  to add or  to remove them. Removed cards will stay in the *Discover* section.

Click on the Owens logo or select *Home* from the *Menu*  to return to your dashboard.

Move the cards on your dashboard by dragging them to another location.

View notifications by clicking on the bell . Click on the message to clear it.

Use the arrow to scroll through announcements at the top.

Sign out from the *Menu* .

## Enrollment

This section includes steps on how to register, view your class schedule, degree audit, and grades, and obtain an enrollment verification certificate. To begin, locate the *Registration, Education Planning, Classes and Grades*, and *Student Information* cards.

### Add/Drop Courses

- From the *Registration* card, click Add/Drop Classes.
- Select the term you wish to register for and click Submit.
- Review and confirm the Information Confirmation Summary.
- Review the Financial Agreement Confirmation.
- Put in the CRN of the course(s) you are registering for and click Submit Changes. If you do not know the CRN you can click on Class Search to view all listings for that course.
- To drop courses, select the drop down arrow next to the course you wish to drop.
- Click on Submit Changes.

### View/Print Class Schedule

- From the *Registration* card, select either Class Schedule by Semester or Class Schedule by Week.
- Select the Term you wish to view, click Submit.

### View your Degree Audit

A degree audit allows you to check your progress towards a degree or certificate and view grades. If you are following a catalog prior to 2015, please see your advisor for assistance.

- From the *Education Planning* card, click on Degree Evaluation.

### View your Grades

- Locate the *Classes and Grades* card to view current semester classes and grades.

### View/Print Enrollment Verification Certificate

The Enrollment Verification Certificate is used to verify your student status for insurance or deferment purposes.

- From the *Student Information* card, select Enrollment Verification.
- Click on Obtain an Enrollment Certificate.

## Billing

This section includes steps on how to view your billing statement and account summary, set up a Deferred Payment Plan, pay online, or print your 1098-T. To begin, locate the *Term Account Balance* and *Tuition and Fee Information* cards.

### View Account Balance

Billing statements are made available through the *Term Account Balance* card 6 weeks prior to the semester start date. In an effort to keep your costs as low as possible, Owens does not mail or email paper bills. Students will receive email communication only if they have an outstanding bill beyond the tuition due date. Students are encouraged to review their financial aid award summary (see the Financial Aid Summary card) for anticipated financial aid awards and/or schedule an appointment to meet with their Student Financial Services Advisor for more information.

Visit [owens.edu/student-accounts/deferred](https://owens.edu/student-accounts/deferred) to learn more about available payment options.

### Print your 1098-T Tax Form

The 1098-T tax form is available online through your Ozone.

- From the *Tuition and Fee Information* card, click on print Tax Notification / 1098T.
- Type the tax year in the box and click Submit.

## Financial Aid Summary Card

This section includes steps to regularly check and monitor if using financial aid. To begin, locate the *Financial Aid Summary* card and verify that you are viewing the correct aid year.

### View your Financial Aid Award

- Click the Award Overview tab to see award amounts for the school year, including loans.
- If there are offered awards for which a response is required, click on the Accept Award Offer tab to provide your response.
- Click on Award Messages at the bottom of the screen for additional information regarding the awards listed.

### Complete Financial Aid Requirements

A list of documents that have been received and requested, will display. Additional requirements may be added at the discretion of the Office of Financial Aid and/or the Department of Education. Click on the requirements which have hyperlinks to access the required forms.

### Review Book Voucher/Active Messages

Book voucher amounts are only viewable for the time frame in which they are valid. If a book voucher has been set up, you may purchase books through the Owens Bookstore either online or in store. You will need your Owens ID and a copy of your class schedule.

- Click Active Messages. If you have a book voucher, the message will include your spending limit.