Ave Central is a virtual campus center for Ave students, staff, and faculty. This hub is a one-stop shop for students to connect to Registered Student Organizations (RSOs), events, and administrative departments. RSOs on Ave Central may use the platform as a management tool, create a website for their organization to feature information, photo galleries, external links, events, contact information, document storage, online forms, and much more. This guidebook is designed as a walk-through of features for students when beginning to use Ave Central.
1. From Ave Maria Law Website, click “Ave Central” in the top right hand corner.
2. Once you log in, you will be taken to the landing page titled “Explore Ave Maria School of Law.”
3. On the top of the page you will find the Ave Central search bar:

   Explore Ave Maria School of Law

   Search Events, Organizations, and News Articles

   a. After typing in your search criteria, you will see the search bar drop down to display the results of your search.
   b. You can choose between the results in the following categories:
      i. Events
      ii. Organizations
      iii. News Articles
   c. You can also choose to see all of the related events, organizations, or articles by choosing to “view more” of the specified criteria.

4. Directly below the search bar is the alert section which will periodically change based on the information administrators wish to display.
5. Under the “My Memberships” portion of the screen, you will find all your active organization memberships displayed for quick access to their Ave Central page.
   a. You will automatically be added into your Class page and the All Students page. These are “hidden orgs and do not have a front page”

6. The Events section is your stop for all information for approved events hosted on and off campus. The “View All Events” button directly to the right of the events heading will take you to the Events page where you can search for events.
   a. This page allows you to filter the event results by:
      i. Date
      ii. Theme
      iii. Category
      iv. Perks
   b. You will also have the ability to show past events by clicking on the blue underlined “Show Past Events” button to the right of the “Events” heading at the top of the page.

7. The “Latest News” section at the bottom of the landing page shows the last three posted news updates on Ave Central.

8. Directly to the right of the “Latest News” heading at the bottom of the page are “Campus Links.” Each of the shortcuts is designed to save time when navigating through Ave Law pages.
1. After logging in, click on your profile in the upper right corner.
2. Click on “Account” at the top of the profile bar.
3. From your account you will have access to:
   a. Update your profile
   b. Set up text alerts
   c. Update your privacy settings
   d. Personalize notifications
   e. Choose your interests
   f. Self-report for your co-curricular transcript
1. In “Account” you can update your:
   a. Profile – Provide up-to-date personal information
   b. Contact Information – Provide up-to-date contact information
   c. Privacy Settings – Update who can see your Community Directory information and Organization Roster information
      i. Community Directory Settings - It is recommended to only show your campus email address in the Community Directory Settings or to hide all other information.
      ii. Organization Roster Settings – When you accept membership into an organization, you have the option to show or hide yourself on the membership roster. If you change your mind either way, you can change your settings in the Organization Roster Settings to show or hide your memberships in all or some of your organizations.
   d. Notifications – This area is where you decide how to receive specific information for your organization.
   e. Interests – Move any available interests to the Ranked Interests box by opening any interest folder and clicking the plus sign (+) next to the interest. Once in the Ranked Interests box, you can move interests up or down based on order of preference. Interests will be used to match you to organizations and events with similar interests.
1. On the “My Account” page, under the Profile tab, scroll down to the “Text Message Notifications” heading.
   
a. If you would like to receive text messages from your organizations:
   
i. Input your mobile phone number in the space provided.
   
ii. Select your mobile phone carrier in the drop down box.
   
iii. Choose the “On” box to confirm that you would like to receive notifications through the provided mobile phone number and carrier.
   
b. Once information has been inputted, scroll down to the bottom of the page and click the Update button to save information to your Ave Central account.
   
c. After updating scroll back down to the “Text Message Notifications” heading and click the red Test button to verify that the notifications are sent correctly to your phone.
1. Click the “Privacy Settings” tab on the “My Account” page to bring up the settings screen.
   a. Under “Community Directory Settings,” you can choose to have the following information showing or hidden. (It is recommended by the Student Engagement Office to hide all settings except your campus email address.)
      i. Campus email address
      ii. Preferred email address
      iii. Mobile phone number
      iv. Local street address
      v. Local city, state/province, and ZIP/postal code
      vi. Local phone number
      vii. Home street address
      viii. Home city, state/province, and ZIP/postal code
      ix. Home phone number
   b. Under the “Organization Roster Settings,” you can choose to have the organizations you are a member of shown or hidden.

2. Once you have adjusted the privacy settings, you will find a blue Save Settings button directly underneath the “Community Directory Settings” section of the page.
1. Log in to Ave Central and click on your profile in the upper right corner.
2. There are three items you can select in order to self-report for your co-curricular transcript.
   a. **Membership History**
      i. Memberships that you accept through Ave Central will automatically be reported on your co-curricular transcript.
      ii. You can self-report past memberships by selecting “Memberships” then “Add Past Memberships” in the upper right corner. You will complete the form with the following information:
         1. Organization Name
         2. Position
         3. Start Date
         4. End Date
         5. Reflection (optional)
      iii. Should you wish to remove yourself from an organization, you can do so by clicking on current memberships, selecting the organization you would like to leave, and choosing “leave organization.”
b. **Experiences**
   
i. To add experiences that are not a part of your membership history or may be outside the scope of your organization, click on “Experiences.” From here you can click on “Add Experience” and add any awards, leadership development, or professional development experiences by completing the corresponding form.

   ii. If you would like to add something that is not a current category under “Experiences,” please contact studentengagement@avemarialaw.edu. Additional experience categories can be added at the discretion of the Student Engagement Office.

c. **Service Hours**
   
i. To add service/volunteer hours, click on “Service Hours.” You can click on “Add Service Hours” and complete the form to include:
      
      1. Organization
      2. Description
      3. Date
      4. Hours
      5. Minutes
      6. Verification Contact

   ii. Hours will be sent to your selected organization for approval.

d. **Co-Curricular Transcript**
   
i. All of these self-reported areas and tracked events will be listed on your co-curricular transcript. To access, click on “Co-Curricular Transcript.” You have the option to hide areas of your transcript prior to printing based on what information you may want to use to provide to an employer, etc.
Ave Maria
School of Law