

STUDENT INFORMATION
TECHNOLOGY STUDY ONLINE GUIDE

MARCH 2020

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To access the WSU Tech network from a personal computer click on the myWSUTech icon on the wsutech.edu website

Your login user name is your first initial with your last name.

For example, John Smith would have the username "jsmith".

If there is more than one person with that username you will have a number at the end of your login like "jsmith99".

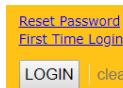
If this is your first time logging into

the WSU Tech computer system, you will need to reset your password.

If you are **using a WSU Tech Computer** you will see a link below the windows login that says "forgot my password".

If you are **using your own Computer** use the password reset tool from the "Reset Password/First Time Login" link on the myWSUTech login web page

Be prepared to provide your username,





date of birth, and last four digits of your social security number.

Password rules are as follows:

- Must be a minimum of **8 characters**
- Must contain a minimum of **1 lower** case letter.
- Must contain a minimum of **1 upper** case letter.
- Must contain a minimum of **1 number**
- Must contain a special character like (!, \$, #, %) *Don't use @ or &*
- Cannot **contain your name, the word "password", or the word "WSU TECH"**.
- Cannot be a repeat of the last 5 passwords used.

STUDENT EMAIL

When you enroll at WSU Tech, you will be given your own email address. It will contain your user name like jsmith99@wsutech.edu.

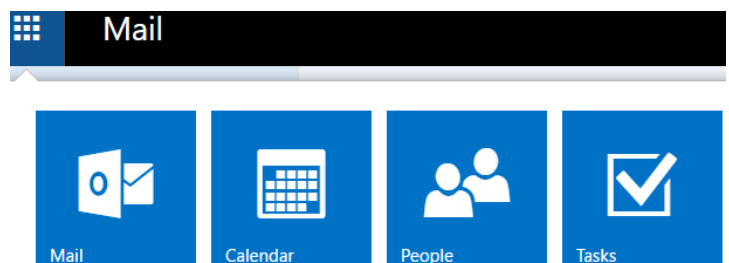
To check your email, click on the email icon  at wsutech.edu or inside the  myWSUTech portal

You will then be greeted with a login screen like the one to the left.

Once you are logged in you will see all of your mail and calendar items.

Get your email on your iPhone/iPad/Android/tablet/smartphone. See the "Connect a Smartphone/iPad/Tablet" section of this guide for help.

***Note: 180 Days after your last class your WSU Tech email account with all your WSU Tech emails will be deleted. Please see a WSU Tech IT Technician about transferring your emails if you wish to keep them.**

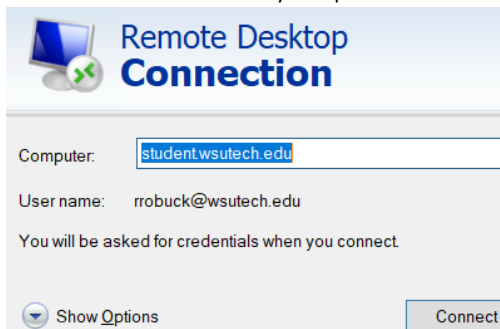


WSU TECH REMOTE DESKTOP CONNECT

With Remote Desktop Connect you can access your WSU Tech work documents, programs, and emails from home or from any computer.

On a Windows computer go to:

Start Button>
All Apps>
Windows Accessories>
Remote Desktop Connect App>



Enter the terminal server name: **student.wsutech.edu**

You will be prompted with a screen that looks like a normal WSU Tech login screen.

Now enter your normal WSU Tech username and password:

These credentials will be used to connect to student.wsutech.edu.

rrobuck@wsutech.edu

 Password

[Forgot my password...](#)

☐ Remember me

!!Only click "Remember me" on personal computers not public ones!!

Apple users will need to install the Remote Desktop application from the Apple App Store and follow the same directions.



Microsoft Remote Desktop
Microsoft Corporation
#105 in Business
★★★★★ (3.5, 527 Ratings)
Free

GET YOUR FREE COPY OF MICROSOFT OFFICE 365

Students: Get Office free from your school

Office 365 Education for Students is available for free to students who are enrolled at qualifying schools. Install Office on up to 5 PCs or Macs and on other mobile devices, including Windows tablets and iPad®.

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NEED IT HELP?

Student IT Helpdesk

COVID-19 Hours M-Sat 8AM—9PM, Sun 12-9PM

Regular Hours M-Th 8AM– 9PM, Fri 8AM – 5PM

Phone: 316-677-9906 *(leave a message)*

Email: studenthelpdesk@wsutech.edu

Web: wsutech.edu/contact/student-it-help-desk/

OFFICE 365 ON THE WEB

Sign into [Office.Com](https://www.office.com) with your WSU Tech email address and password. You may install Office 365 to your device too.

Good afternoon

[Install Office](#)



Start new



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



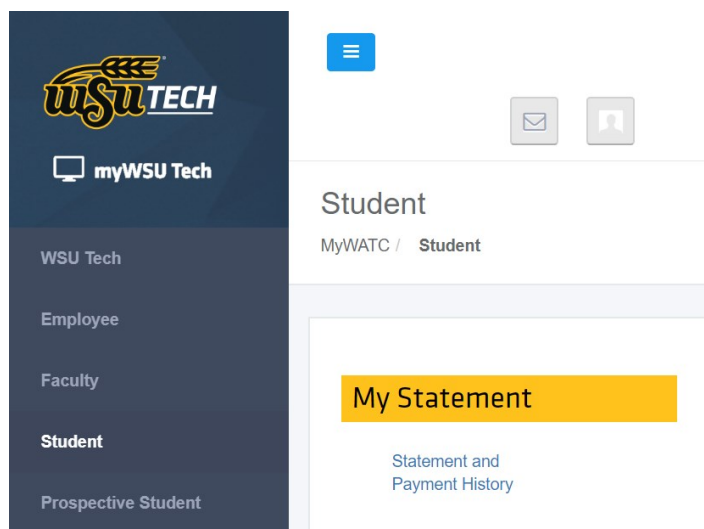
WEB PORTAL & BLACKBOARD

myWSUTech is the one stop online web portal used by students to access most resources offered by WSU Tech. You can reach myWSUTech by clicking on the myWSUTech icon on the <https://wsutech.edu> website.



myWSUTech contains modules for students to check their grades, schedules, financial aid, DegreeWorks, etc.

Your login is the same WSU Tech user name and password discussed on page one of this guide.



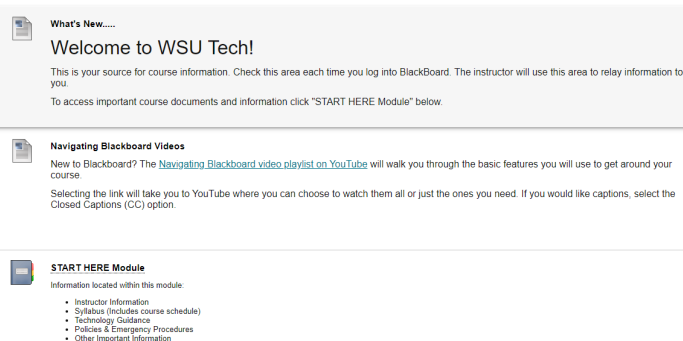
Click on the "Student" tab on the side to see all the options.

Blackboard Learn is used by students to access class documents, assignments and announcements.

Blackboard can be accessed by clicking on the Online Learning tab within myWSUTech or going to the blackboard.wsutech.edu webpage directly.



GETTING STARTED IN YOUR COURSE(S)



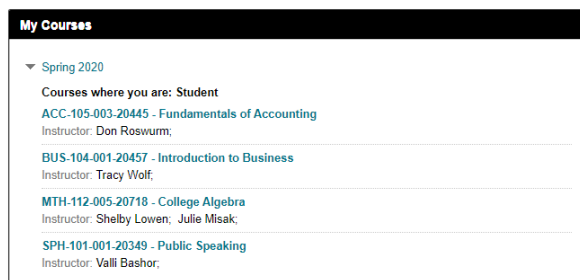
Once you have accessed your course in Blackboard, you will always see three items in the content area of the course:

1. **Welcome/Announcements Area** - Check this area often for important course announcements from your instructor about assignment due dates, etc.
2. **Navigating Blackboard Videos** - This is a link to series of YouTube videos on how to navigate the basic features of a Blackboard course. It is highly recommended you watch these videos if you are new to Blackboard.
3. **START HERE Module** - This area contains very important information to getting started in the course including instructor information, tips for success, the course syllabus and other college policies and helpful resources.

In addition to the resources above, the content area may also contain folders or modules containing lecture materials, textbook and course materials, assignments, discussion boards, quizzes, tests, exams and other activities that may or may not be for a grade in the course. For hybrid or online courses, these folders or modules will contain coursework to be completed each week.

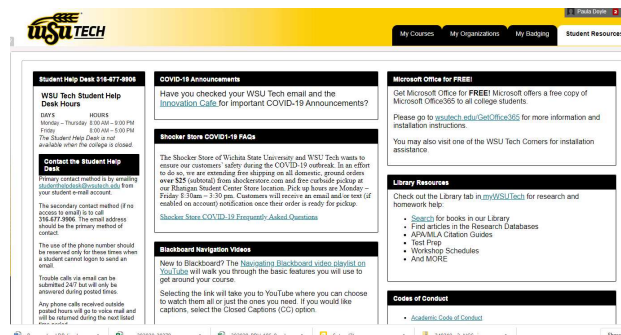
ACCESSING COURSES IN BLACKBOARD

You may access your courses in Blackboard by clicking on the title of the course under My Courses. If the course is available to you, it will be a blue link. If it is unavailable, it will be text only with date the course will be available or was last available.



STUDENT RESOURCES IN BLACKBOARD

Make sure to check out the Student Resources tab in Blackboard for more resources available to you as a WSU Tech student!



CHECK SCHEDULE AND FINAL GRADES ON STUDENT NAVIGATE

Check your schedule on Student Navigate

- Download Navigate from your Apple App Store or Google Play

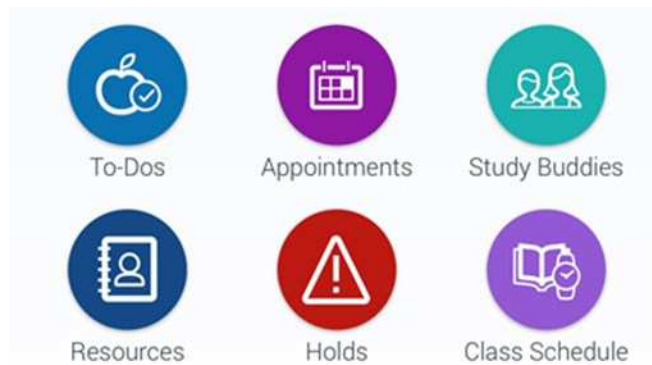


- Look for the app with this icon:
It will be from EAB Global



- Log in with your WSU Tech username and password.

You can check your final grades at wsutech.navigate.eab.com or my.WSUTech.edu. The official final grades will be posted once your instructor has updated the information for the semester.

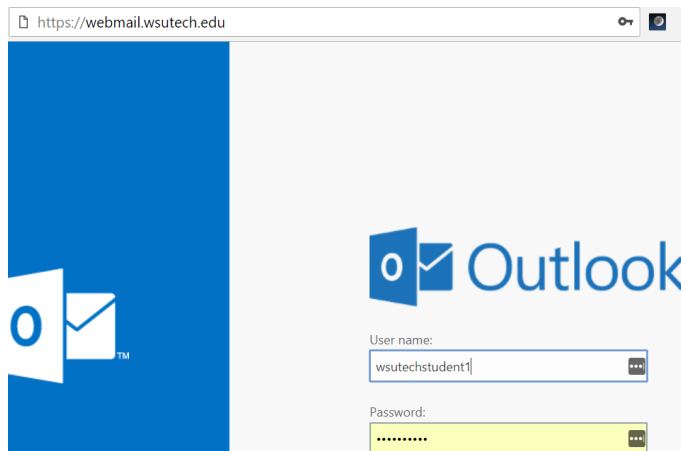


GET EMAILS ON YOUR SMARTPHONE

Open the email application on your device. You will then need to add a new “Exchange” account.

Devices vary but usually going to “Options” then “Add Account” works. Follow these steps (some menus may vary):

- For Email enter your WSU Tech email address and password
- If asked for POP, IMAP or Exchange **choose Exchange**
- Enter **outlook.office365.com** or **outlook.com** for server
- Leave Domain blank or optional
- Enter your WSU Tech email address again for Username
- Enter your Password
- Turn SSL ON or if on Android enable “Use secure connection” and “Accept SSL certificates. Accept activation if asked.
- Click Done or Next and verify your account



USEFUL LINKS FOR WSU TECH STUDENTS

- WSU Tech’s Website: wsutech.edu
- IT Helpdesk: wsutech.edu/contact/student-it-help-desk/
- Blackboard Online Learning: <https://blackboard.wsutech.edu>
- Financial Aid: <https://wsutech.edu/financialaid>
- Federal Student Aid (FAFSA): fafsa.ed.gov
- Free MS Office 365 Software: www.office.com/getOffice365
- Student Navigate: wsutech.navigate.eab.com

