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Employee Technology Guide

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Statement of Confidentiality

Information, data and graphics included in this document are strictly confidential and are supplied on the understanding that they will be held confidentially and not disclosed to any third parties without the prior written consent of William Carey University.

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Your WCU Account

Your William Carey University, WCU, account will provide you with access to numerous resources on campus; including, the Faculty Portal, the CareyAir Wireless network, E-Mail, TK20 (Education Faculty), Canvas, WEPA Printing services, Library Resources, SaderWatch, and other various applications and services.

This guide has been developed to assist you with setting up your WCU account and using the resources accessible with this account. Please review this guide carefully for assistance before contacting the Information Technology department for assistance as this guide may help resolve your issue and save you and the IT department time.

If you find that a WCU service or resource is not discussed in the article and you feel it should be discussed, please let us know so that we may add the information to the guide.

Setup your account

- In order to use your WCU account, you will need to visit Human Resources to receive an Employee IT In-Processing Form completed by Human Resources.
 1. Once you have received your In-Processing Form, bring the form to the IT Department to receive instructions for accessing your account for the first time and for instructions to reset your WCU account password.

Faculty Portal

The Faculty Portal has been designed to provide faculty members with information necessary to assist advisees during their time at WCU; contact students from their courses by mail, phone, and email; review their teaching schedule; review course offerings; full courses; stop or allow online registration for specific students; determine advisees which have not yet registered for registration terms; view class rosters; access the faculty directory; email students on your roster or advisee list; and register for graduation ceremonies. The features are available now, but new features are constantly being developed inside the faculty portal to alleviate strain on you to do your job.

Login to the Faculty Portal

You must have completed Chapter 2 of this guide in order to continue.

1. Go to <http://indigo.wmcarey.edu/faculty>
2. You should be presented with a FERPA warning which you must accept in order to access the portal
3. Possible access interruptions:
 - a. If you receive a login prompt, you should enter your username provided by IT during your in-processing and the password that you setup after in-processing.
 - b. If you receive a notice stating that you have not been linked, please complete the form provided and IT will be notified that your account must be linked and we will respond via email when the link has been completed.

IMPORTANT NOTICE

Everything in the Faculty Portal is dependent on the Current Term selected. Please ensure that you have clicked Change Term and selected the correct term to complete tasks in the Faculty Portal. Most importantly, this applies when stopping or allowing online registration for your advisees.

Using the Faculty Portal

After successfully accessing the faculty portal, you have the following options:

1. **Home** – This page shows important information for faculty and students
2. **My Students** – This page provides a list of all current course students and all students noted as your advisee in the past three terms. You may complete the following from this list:
 - a. View a photo of each student, if available
 - b. Select a student for advisement options

- o If it becomes necessary for you to advise a student not in one of your courses or noted as your advisee, you may enter a student's ID number in the input box near the top of the screen and click Select Student to access that student's information for advisement.
 - c. After selecting a student from a list or by entering a student ID number, you will see the student's mailing address, phone number, and student email address; and you have the option of reviewing the student's transcript, current term schedule, degree audit information (if applicable), or a grade report.
3. **My Schedule** – This page provides a detailed report of your current term faculty schedule.
 4. **Course Offering** – This page provides a detailed report of courses for the current term. You may click Show Filter on the page to filter the results to specific groups of courses.
 5. **Full Courses** – This page provides a report of all courses closed due to maximum enrollment being met during the current term.
 6. **Courses Near Capacity** – This page provides a report of all courses near maximum enrollment for the current term.
 7. **Allow Disallow Registration** – This page allows an advisor to stop registration or allow registration for specific students. Please keep in mind that students are initially allowed or denied access to online registration based on criteria provided by the deans of each school.
 8. **Advisees Not Registered** – This page provides a list of advisees which have not registered for the current selected term in the faculty portal. **Please remember to select a future term in which students are currently registering to get an accurate list.**
 9. **Ceremony Attendance** – Register for graduation ceremonies in the current selected term
 10. **Faculty Evaluations** – This page provides access to your faculty evaluations for the currently selected term in the portal.
 11. **Class Roster** – This page provides a class roster for each of your courses or your advisees.
 12. **Directory** – This page provides a list of all current faculty members at WCU.
 13. **Email Students** – This page provides the ability to email students at their student email addresses if they are a current student.
 14. **Faculty Contact** – This page allows you to customize the information visible to other faculty members and eventually to students.

CareyAir Wireless Configuration

CareyAir is a secure university-wide wireless network accessible to students, faculty, and staff at WCU. This wireless network provides internet and local network access to staff and faculty. It also provides internet access to students. CareyAir is available on the Hattiesburg and Tradition campuses.

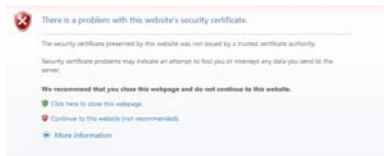
IMPORTANT NOTICE

These instructions are for personally owned laptops only. All William Carey University laptops should be connected to the administration wireless network automatically. If you are having trouble with wireless on a WCU laptop, please contact the helpdesk by email at help@wmcarey.edu, by phone at 601-318-6203.

Windows Configuration

You must have completed Chapter 2 of this guide in order to continue.

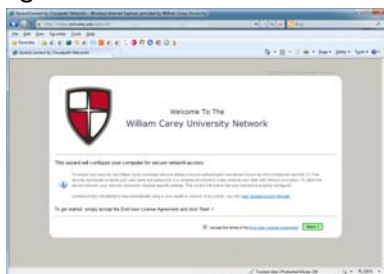
1. Connect to CareyAir Setup and Help.
2. Click Continue to this website if a certificate issue is displayed.



3. Accept the WCU Acceptable Use Policy



4. Check "I accept the terms of the End-User License Agreement" after reading the agreement and click Start.



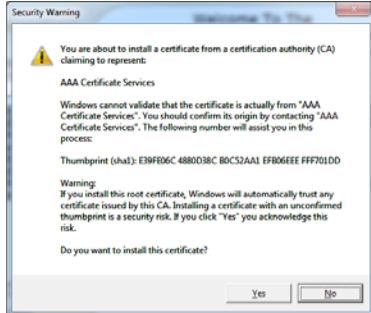
5. Type your WCU username and password and click continue.



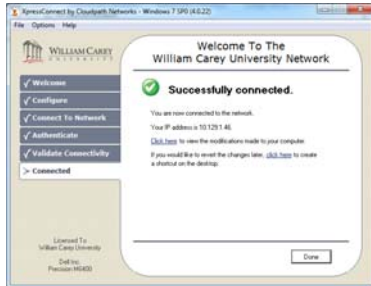
IMPORTANT NOTICE

If you have not setup your account, please click "Forgot your password or need to setup your account?"

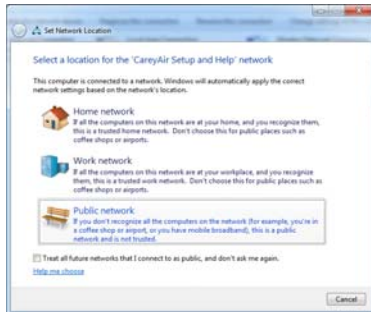
6. Click Yes to install the CareyAir certificates.



7. Click Done to close the CareyAir Setup wizard.

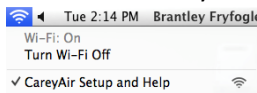


8. Choose Public Network to ensure adequate security on a shared network.

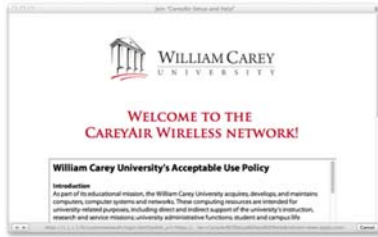


Mac OS X Wireless Configuration

1. Connect to CareyAir Setup and Help.



2. When prompted, accept the WCU Acceptable Use Policy. If you are not prompted, please attempt to go to www.google.com in your web browser to be redirected to the setup process.



3. Check "I accept the terms of the End-User License Agreement" after reading the agreement and click Start.



4. Type your WCU Username and click Continue.



IMPORTANT NOTICE

If you have not setup your account, please click "Forgot your password or need to setup your account?"

5. Click network profile to start the network installation.



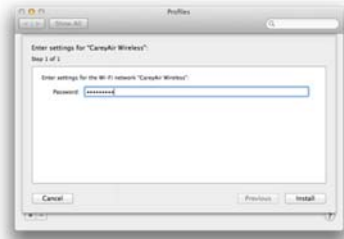
6. On the Profiles window, click Continue to install the WCU certificates.



7. Click Continue to confirm that you would like to install the profile.



8. Type your WCU account password in the Password field and click Install.



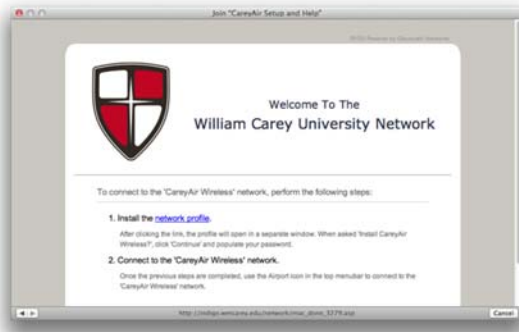
9. Type your personal administrative password for your system and click OK, if prompted.



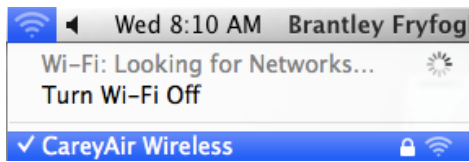
10. Close the Profiles window.



11. Close the Join "CareyAir Setup and Help window.



12. Connect to CareyAir Wireless.



Canvas

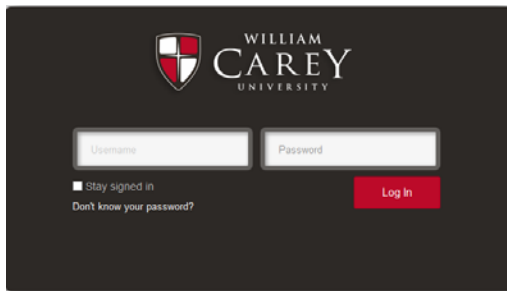
WCU provides access to Canvas for all faculty members regardless of the fact that they are teaching online courses or not. Canvas may be used for online learning or for traditional classroom learning enhancement. From within Canvas, one may send messages to course participants, quiz participants, chat with participants, maintain a grade book, post course material for participant downloads, and much more.

Login to Canvas

You must have completed Chapter 2 of this guide in order to continue.

Once you have completed Chapter 2 of this guide, you will use your WCU account credentials (username and password) to login to Canvas - eLearning.

1. Navigate to <https://wmcarey.instructure.com> in your web browser.
2. You will be directed to the Canvas login page shown below.



3. Type your WCU account username in the Username field.
4. Type your WCU account password.
5. Click Login

Please note that the Canvas inbox is not your email account. It may be used for communication with students within Canvas, but important university communication will be delivered to your Office 365 e-mail account. More information about Office 365 may be found below.

Office 365

William Carey University provides an email address to all faculty and staff. This account is very important to you. The university will provide information primarily through this email address. It is very important that you access this email address as quickly as possible and often. Your email address is provided through Office 365 powered by Microsoft. This is very similar to an Outlook.com account, but is associated with William Carey University through the use of the domain name wmcarey.edu.

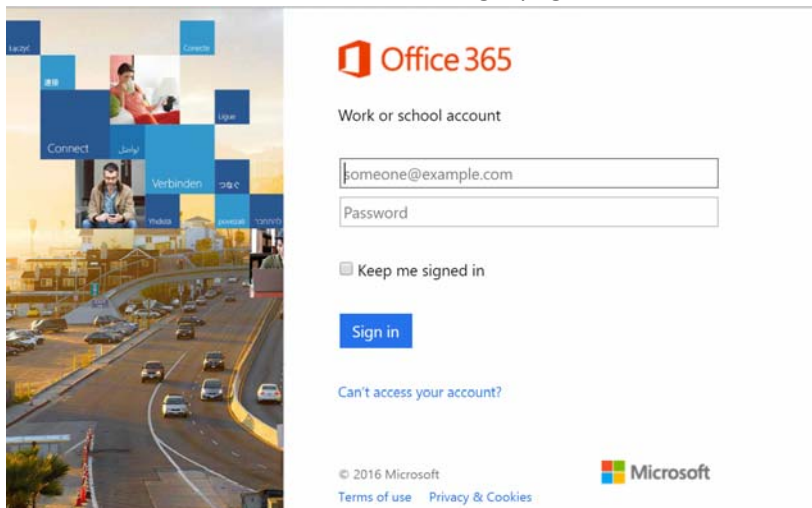
Please login to your Office 365 account as soon as possible and frequently to ensure that you receive important communication from the university.

Login to Office 365 E-mail

You must have completed Chapter 2 of this guide in order to continue.

Once you have completed Chapter 2 of this guide, you will use your WCU account credentials (e-mail address and password) to login to Office 365.

6. Navigate to <http://mail.student.wmcarey.edu> in your web browser.
7. You will be directed to the Office 365 login page shown below.



8. Type your WCU **e-mail address** in the Username field.
9. Type your WCU account password.
10. Click Login

Other Office 365 Benefits

With our licensing for Office 365, we are able to provide all current faculty and staff with access to the full Microsoft Office Suite at no-cost. This suite includes the following:

- Word
- Excel
- Powerpoint

- OneNote
- Access
- Publisher
- Outlook
- Skype for Business – instant messaging between faculty, staff, and students, as well as, other Skype users across the globe
- OneDrive for Business – includes 1Tb of cloud storage for your documents and files

Login at <https://portal.office.com> to install the latest version of the Microsoft Office suite or to access the applications described below.

Office 365 also includes the following new products that you may not be familiar with, but could offer great benefits to you:

- Planner: a robust digital planner for coordinating small to large projects with other users
- Delve: a collaboration tool that keeps you in touch with your most recently and most frequent used files while also keeping you up-to-forms date on the files being edited by others within your team or with whom you have shared files
- Video: a video platform for uploading and sharing your videos
- Sway: interactive presentation tool for creating reports, presentations, and personal stories with ease
- Forms: form tool for conducting minor surveys and easily collecting information from others

TK20

WCU provides access to TK20 for all Education Faculty members participating with this service. You should contact Barry Morris if you are not aware of a need to use this service or how to use it.

Accessing TK20

1. Go to <http://tk20.wmcarey.edu> in your web browser (Internet Explorer, Chrome, Firefox, Safari, Opera, etc.)
2. Enter your username as provided during in-processing
3. Enter your preferred password which you have already setup according to the instructions provided during in-processing.

WEPA Printing Services

WCU provides access to WEPA Printing Services for all faculty members. WEPA provides a simple and cost-effective method for printing material from anywhere on campus or anywhere on else the internet and the ability to pick up that document from any WEPA kiosk on campus. The costs of printing on the WEPA kiosk are 9 cents per page for black and white and 44 cents per page for color. These printers are the only High Definition laser printers on the market today and provide exceptional print quality which even exceeds that the quality ink jet printers.

Accessing WEPA

1. Go to <http://www.wepanow.com> in your web browser (Internet Explorer, Chrome, Firefox, Safari, Opera, etc.)
2. Enter your username as provided during in-processing, **but you must include @wmcarey.edu at the end because this service is external to WCU.**
3. Enter your preferred password which you have already setup according to the instructions provided during in-processing.
4. You will be required to accept WEPA's Terms of Use before accessing your account for the first time.

Depositing Funds

1. Once logged into WEPA at www.wepanow.com, click on Deposit Funds
2. Provide your credit card details and the amount of funds you wish to purchase
3. Click Submit
4. After clicking Submit, you should have a credit on your account in the amount which you selected

Installing the Printer on your Computer

1. Once logged into WEPA at www.wepanow.com, Click on Drivers
2. Click Download next to the Driver appropriate for your workstation
3. PC – If you are using a computer running a Microsoft Windows Operation System
4. MAC – If you are using a computer running Apple Mac OSX
5. Run the downloaded file
6. Click Next on the Welcome to the WEPA Printer... window
7. Click I Agree on the License Agreement window
8. Wait a few moments while the drivers are installed, click Finish
9. You should now have two new printers installed on your workstation, WEPA-BW and WEPA-COLOR. You may print to these printers according to your needs and retrieve your documents at a nearby WEPA kiosk.

Uploading documents from a computer with the WEPA print drivers

If you happen to find yourself needing to print a file (Word, Excel, Powerpoint, Pages, Numbers, KeyNote, PDF, RTF) from a computer which does not have the drivers installed you may do so without installing the drivers.

1. Login to WEPA at www.wepanow.com
2. Click Print Now
3. Browse for the file which you would like to print
4. Select the file
5. Click Upload
6. You may now locate a kiosk and print your document

Retrieving Printed Documents

1. Once you have printed your documents, you should receive a release code from the printer on your workstation. You should keep this code for use at the kiosk to retrieve your document easily.
2. Go to a nearby kiosk
3. Enter your Release Code for this specific document or login using your WCU account (**don't forget to add @wmcarey.edu to the end of your username**) to print multiple documents.
4. Once you have successfully logged in, follow the instructions on the screen to complete your printing.

Library Resources

The William Carey University Library system provides access to a wide variety of journal databases. These databases are accessible through the WCU Library's website. A few databases include Academic Search Premier, Biblical Archeology Society Online, ERIC, JSTOR, Medline Full-Text, Naxos, PsycINFO, and many more.

Accessing Library Resources from Off Campus

1. Go to <http://library.wmcarey.edu> in your web browser (Internet Explorer, Chrome, Firefox, Safari, Opera, etc.)
2. Click on Search Database for Journal Articles
3. Click on the database that you would like to search.
4. You will be directed to the Library Resources Authentication Page shown below.

WILLIAM CAREY UNIVERSITY
Library System

Welcome to the William Carey University
Library Electronic Resources Authentication Page

WCU Indigo Portal Username:

WCU Indigo Portal Password:

Login

This is the same username and password that
you would use to login to the Indigo Portal to check your grades.

Having problems logging in?
Please contact us via e-mail at indigohelp@wmcarey.edu.

For immediate assistance, call the William Carey Libraries Help Desk
on the Hattiesburg Campus via telephone at 601-318-6169.

698 TUSCAN AVENUE - HATTIESBURG, MISSISSIPPI - 39401 WWW.WMCAREY.EDU

- 5.
6. Enter your WCU username in the WCU Indigo Portal Username field.
7. Enter your WCU password in the WCU Indigo Portal Password field.
8. Click Login
9. You will be directed to the Library Resource database that you chose on the previous screen.

Saderwatch

WCU provides an emergency notification system called SaderWatch to alert students, faculty, and staff of important information, emergencies, and notifications.

Registering for SaderWatch

1. Go to <https://www.myschoolcast.com/go/wcu/> in your web browser (Internet Explorer, Chrome, Firefox, Safari, Opera, etc.)
2. Login using your WCU username and password
3. Modify any details for your alerts as you see fit (E.g. add a phone number, add a personal email address, enable Text Messages)

Troubleshooting & Help

The William Carey University Information Technology Department, IT, provides assistance to faculty and staff through a ticket based helpdesk system. In order to receive support with your IT needs, you must submit a request to the helpdesk.

You may request support using the following methods:

1. Email a request to help@wmcarey.edu
 - Include as much detail as possible to ensure that troubleshooting efforts are as efficient as possible and your issue may be resolved as quickly as possible.
2. Request support using Kace at <https://manage.wmcarey.edu/userui>
 - You should login with your WCU email address and password.