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Student Technology Guide

Version 6.0 – August 12, 2016

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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Explanation of Student Accounts

William Carey University provides students with a user account for accessing the technology resources provided by the university. The following chapter will explain this account and exactly what can be accessed with the account. **Please note that you must use the credentials exactly as they are explained for your account.**

IMPORTANT NOTICE

Student records and your WCU account may be modified to accommodate names changes. In the event of a name change by a student and a request for a username change, the students email address will be deleted and a new email address created. This will result in the loss of all mail saved in the previous account. Username changes will not result in a loss of Indigo Portal or Canvas data.

Your WCU Account (Chapter 2)

Your WCU account provides access to a number of resources that you will use during your time at William Carey University, WCU. This account provides access to the Indigo Portal, Library Database Resources, the CareyAir wireless network, Canvas – eLearning, and student e-mail.

Indigo Portal (Chapter 3)

The Indigo Portal contains vital information and provides necessary services for the student. This portal provides access to a personal calendar which is editable by the student, a student directory of current students, job listings, course offerings, online registration, unofficial transcripts, schedules, billing information, financial aid information, grades and more.

Library Database Resources (Chapter 4)

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.

CareyAir Wireless Network (Chapter 5)

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, New Orleans, and Tradition campuses.

Canvas – eLearning (Chapter 6)

William Carey University uses Canvas for online enrichment of traditional courses and for online courses. Canvas, provides students with quick access to their courses; this includes content, assignments, discussions, and more. Please login to your Canvas account as soon as possible to ensure that you are receiving necessary course information.

Office 365 (Chapter 7)

William Carey University provides an email address to all students who attend William Carey University. This account is very important to you. The university will provide information to students 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 student.wmcarey.edu.

SaderApps (Chapter 8)

William Carey University provides Google Apps account to all students who attend William Carey University. This account will allow you to use many Google services including Google Drive and more.

Your WCU Account

The following procedure provides the necessary steps to setup your WCU account for the first time.

WCU Account Setup for the first time

In order to setup your WCU account, you must know your student ID number, birth date, and social security number. Your ID number is available on your student ID card, billing statements, and schedules provided by WCU.

Federal law prohibits this student ID number from being provided via telephone or email. If you do not know your student ID number, please visit your advisor, the Office of Admissions, or the Registrar's Office in person to retrieve this number.

Username

Your WCU username is comprised of your first initial, last name, and student ID number. For example, if William Carey's student ID number is 190654 his username would be [wcarey190654](#).

Password

Setting up your WCU account requires you to provide a password. The password for your account must be at least six characters. To ensure integrity and safety of your student records and personal information, IT recommends that this password be a strong password, one containing alphanumeric characters and symbols, and that it be changed often.

WCU Account Setup Instructions

1. Once you have determined your username, you will be able to follow the instructions below to setup your WCU account.
2. Navigate to <https://indigo.wmcarey.edu/account> in your web browser.
3. You should see the page below.

4. Type your username following the instructions given on the page and in the introduction of the chapter.
5. Complete the form by entering the required information.
6. Click Submit
7. You will be taken to the completion page shown below.

8. From this page, you can use the links provided to access the Indigo Portal, CANVAS, SaderApps, or CareyAir Wireless (CareyAir Wireless is only available on campus).

Indigo Portal Guide

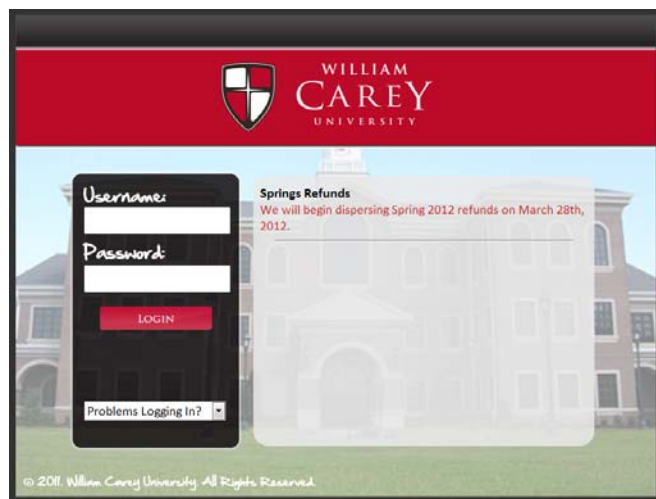
The Indigo Portal contains vital information and provides necessary services for the student. This portal provides access to a personal calendar which is editable by the student, a student directory of current students, job listings, course offerings, online registration, unofficial transcripts, schedules, billing information, financial aid information, grades and more.

Login to the Indigo Portal

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 the Indigo Portal.

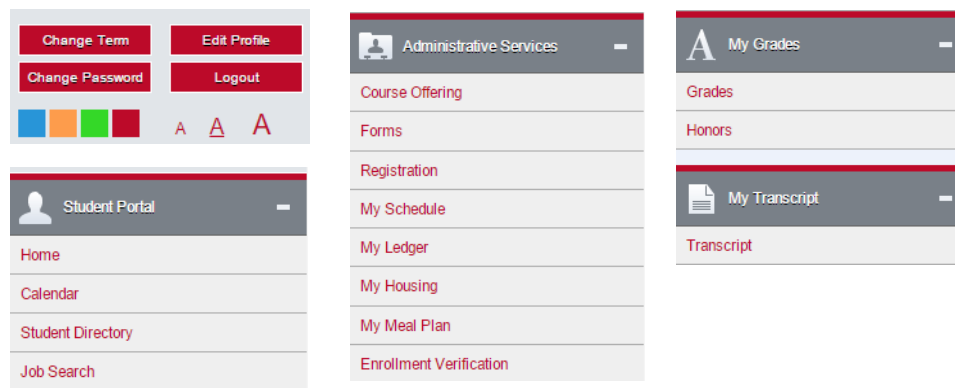
1. Navigate to <http://indigo.wmcarey.edu/student> in your web browser.
2. You will be directed to the Indigo Portal login page below.



3. Type your username following the instructions given on the page and in the introduction of Chapter 2.
4. Type your password.
5. Click Login.

Using the Indigo Portal

After login is successful, you will navigate through the Indigo Portal using the navigation bar on the left of your web browser window, shown below.



1. Indigo Home will take you back to the Indigo Portal News Page.
2. Change Term allows you to change your term to a prior term for review or a future term for registration when available.
3. Edit Profile allows you to edit your local and billing address information. Home address information must be changed by the Registrar's office. Be advised that important WCU mailings will be addressed to your home or billing addresses, but it is very important that you change your home address with the registrar's office, too.
4. SaderApps will take you to the WCU Student Email and SaderApps login page.
5. Change Password allows you to change your password.
6. Logout will remove all session data and logout of the Indigo Portal.
7. Calendar provides an editable calendar for your personal use.
8. Student Directory displays a listing of all current term students at WCU.
9. Job Search, maintained by Student Services, provides a listing of current jobs available in the area of WCU campuses.
10. Course Offering, depending on term selection, will show all courses offered by WCU for the term selected. These courses are subject to change.

Chapter 3 – Indigo Portal Guide

11. Enrollment Verification allows you to print enrollment verification certificates when requested by employers or other schools.
12. Forms is a location containing various important forms for WCU students.
13. My Financial Aid displays all current term financial aid. Students may accept or decline financial aid from this module.
14. My Grades displays your final grades for the currently selected term
15. My Ledger displays your billing information for the currently selected term.
16. My Schedule displays your schedule for the currently selected term.
17. My Transcript provides an easily accessible, printable copy of your unofficial transcript. If you require an official transcript, you must contact the Registrar's office.
18. Registration will allow permitted students to register for their next term or terms at WCU online.

Library Resource Guide

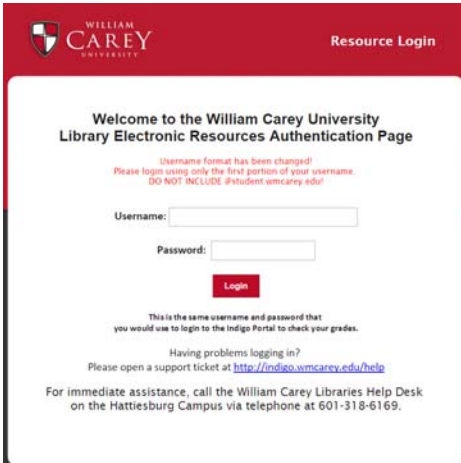
The William Carey University Library system provides access to a wide variety of journal databases. These databases are accessible through the WCU Library's website. A few databases include Academic Search Premier, Biblical Archeology Society Online, ERIC, JSTOR, Medline Full-Text, Naxos, PsycINFO, and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

Login to the Library Resources

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 the Library Resources.

1. Navigate to <http://library.wmcarey.edu> in your web browser.
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

Resource Login

Welcome to the William Carey University
Library Electronic Resources Authentication Page

Username format has been changed!
Please login using only the first portion of your username.
DO NOT INCLUDE #student.wmcarey.edu!

Username:

Password:

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 open a support ticket at <http://indigo.wmcarey.edu/help>

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

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

CareyAir Wireless Configuration

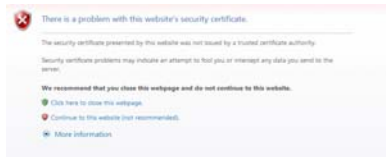
CareyAir is a secure university-wide wireless network accessible to students, faculty, and staff at WCU. This wireless network provides internet and local network access to staff and faculty. It also provides internet access to students. CareyAir is available on the Hattiesburg, New Orleans, and Tradition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

Windows Configuration

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 connect to the CareyAir Wireless Network.

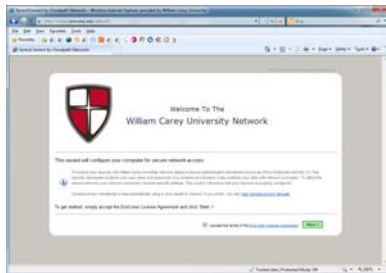
1. Connect to CareyAir Setup and Help.
2. Click Continue to this website if a certificate issue is displayed.



3. Accept the WCU Acceptable Use Policy

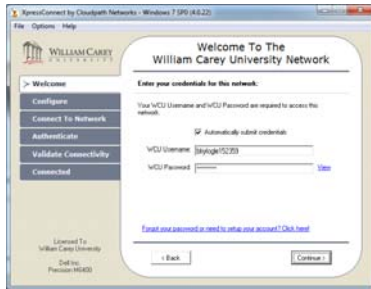


4. Check "I accept the terms of the End-User License Agreement" after reading the agreement and click Start.



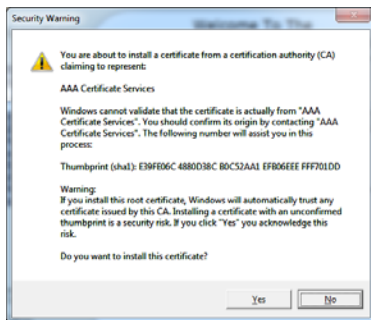
Chapter 5 – CareyAir Wireless Configuration

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?”

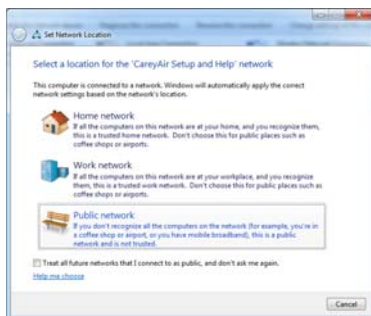
6. Click Yes to install the CareyAir certificates.



7. Click Done to close the CareyAir Setup wizard.



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

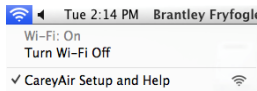


Mac OS X Wireless Configuration

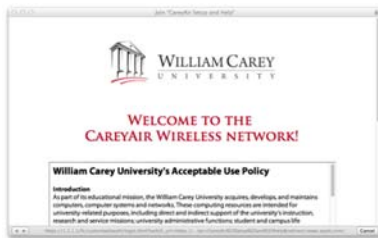
You must have completed Chapter 2 of this guide in order to continue.

Once you have completed Chapter 2 of this guide you will use your WCU account credentials (username and password) to connect to the CareyAir Wireless Network.

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?”

Chapter 5 – CareyAir Wireless Configuration

5. Click network profile to start the network installation.



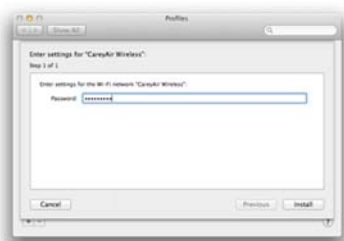
6. On the Profiles window, click Continue to install the WCU certificates.



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.



Chapter 5 – CareyAir Wireless Configuration

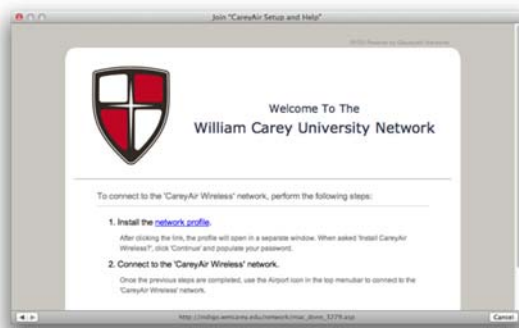
9. Type your personal administrative password for your system and click OK, if prompted.



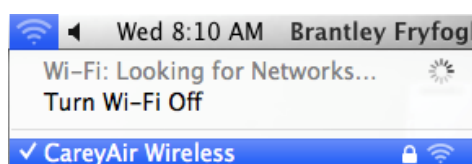
10. Close the Profiles window.



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



12. Connect to CareyAir Wireless.



Canvas Guide

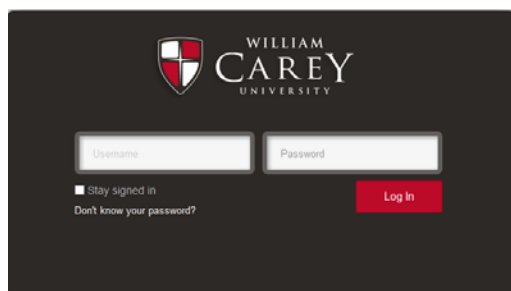
William Carey University uses Canvas for online enrichment of traditional courses and for online courses. Canvas provides students with quick access to their courses; this includes content, assignments, discussions, and more. Please login to your Canvas account as soon as possible to ensure that you are receiving necessary course information.

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.
 - a. Your username is in the format of (first initial)(lastname)(student id number)
 - b. For example:
 - i. Student's Name: William Carey
 - ii. Student's ID Number: 190654
 - iii. Canvas Username: wcarey190654
4. Type your WCU account password.
5. Click Login

Chapter 6 - Canvas Guide

Please note that the Canvas inbox is not your email account. It may be used for communication with faculty and other 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 Guide

William Carey University provides an email address to all students who attend William Carey University. This account is very important to you. The university will provide information to students 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 student.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.
 - c. Your e-mail address is in the format of (first initial)(lastname)(student id number)@student.wmcarey.edu

d. For example:

- i. Student's Name: William Carey
- ii. Student's ID Number: 190654
- iii. Office 365 Username:
wcarey190654@student.wmcarey.edu

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 students 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

Chapter 7 – Office 365 Guide

- **Delve:** a collaboration tool that keeps you in touch with your most recently and most frequent used files while also keeping you up-to-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

SaderApps Guide

William Carey University provides Google Apps account to all students who attend William Carey University. This account will allow you to use many Google services including Google Drive and more.

Please note that student e-mail is now provided by Office 365 and you will no longer receive new e-mail messages at Google.

Login to SaderApps

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 SaderApps.

1. Navigate to <http://mail.student.wmcarey.edu> in your web browser.
2. You will be directed to the SaderApps login page.
3. Type your WCU username in the Username field.
 - e. Your username is in the format of (first initial)(lastname)(student id number)
 - f. Example:
 - i. Student's Name: William Carey
 - ii. Student's ID Number: 190654
 - iii. Email Username: wcarey190654
4. Type your WCU account password.
5. Click Sign in

Troubleshooting & Help

The William Carey University Information Technology Department, IT, provides assistance to students through a ticket based help system. In order to receive support with your IT needs, you must complete and submit a form that will provide necessary information to the IT Department for troubleshooting.

If you are having trouble logging into our services, please use the following instructions to submit an online support ticket.

IMPORTANT NOTICE

To avoid confusion and delay of resolution, you should not submit an online support ticket unless you have reviewed this document and attempted to resolve the issue based on this guide. When submitting an online support ticket, IT will assume that you have done this and will complete steps to resolve your issue based on this assumption. If you have not reviewed this document and submit an online support ticket, response and resolution times may be extended beyond normal expectations.

Do you need to submit an online support ticket?

1. Navigate to <https://indigo.wmcarey.edu/help> in your web browser.
2. Fully complete the form provided.
3. Click Submit.

Want to change your WCU account password?

You will no longer be able to change your password from within Canvas. All WCU passwords must be changed during the account setup process or from within the Indigo Portal. Follow the instructions below to change your WCU account password at any time.

1. Login to the Indigo Portal
2. Click on Change Password.
3. Click Submit.

Did you forget your WCU account password?

If you have forgotten your password, please go to <https://indigo.wmcarey.edu/student> and click on the Forgot your Password? link to attempt to reset your password. When you reset your password it will affect access to all of your WCU IT resources.

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