



WILLIAM
CAREY
UNIVERSITY

INFORMATION TECHNOLOGY DEPARTMENT

Employee Technology Guide

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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), Desire2Learn (E-Learning - D2L), 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.
- 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

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 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. **Stop 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. **Class Roster** - This page provides a class roster for each of your courses or your advisees.
10. **Directory** - This page provides a list of all current faculty members at WCU.
11. **Email Students** - This page provides the ability to email students at their student email addresses if they are a current student.
12. **Faculty Contact** - This page allows you to customize the information visible to other faculty members and eventually to students.
13. **Ceremony Attendance** - Register for graduation ceremonies in the current selected term

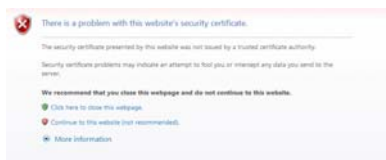
CareyAir Wireless Configuration

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, and it provides internet access to students. CareyAir is available on the Hattiesburg, New Orleans, and Tradition campuses.

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

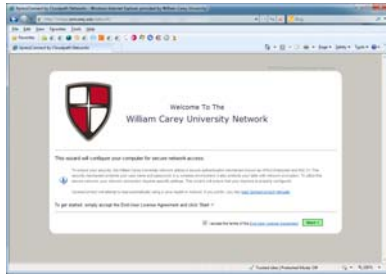
1. Connect to CareyAir Setup and Help.
2. Click Continue to this website if a certificate issue is displayed.



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.



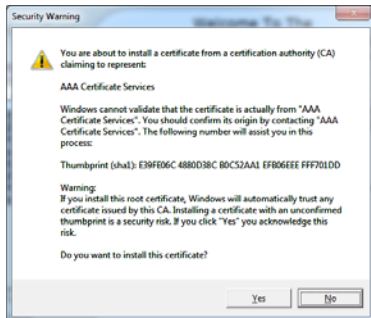
5. Type your WCU username and password and click continue.



IMPORTANT NOTICE

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

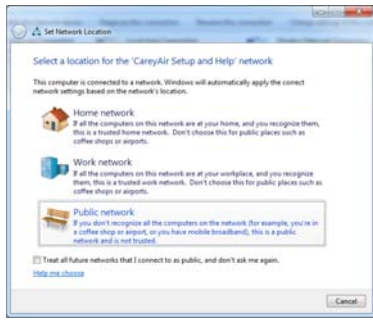
6. Click Yes to install the CareyAir certificates.



7. Click Done to close the CareyAir Setup wizard.

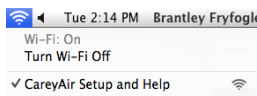


8. Choose Public Network to ensure adequate security on a shared network.



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.



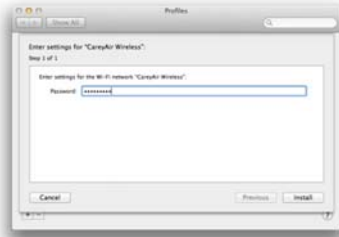
6. On the Profiles window, click Continue to install the WCU certificates.



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.



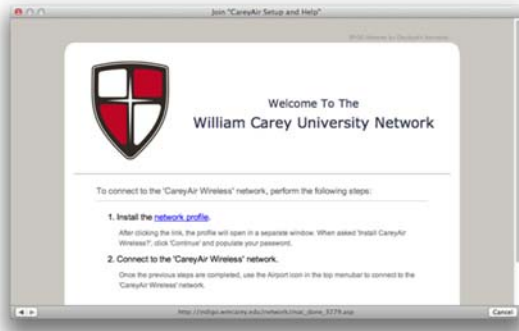
9. Type your personal administrative password for your system and click OK, if prompted.



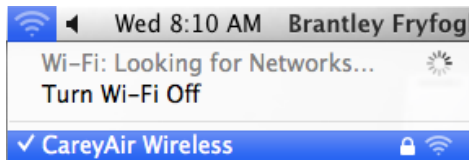
10. Close the Profiles window.



11. Close the Join “CareyAir Setup and Help” window.



12. Connect to CareyAir Wireless.



E-mail

WCU provides an email address for all current faculty members. This email account is hosted on a Microsoft Exchange E-mail server and is available from multiple locations; including your internet browser, most current smartphones, and from Outlook on a workstation (desktop or laptop) setup to connect to our Exchange server. You will access this mailbox using your WCU account credentials.

Accessing your Account from your Internet Browser

1. Go to <http://outlook.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

Setup WCU E-mail on your Smartphone

1. Each phone will have slightly different steps, but you will use your username, email address, password, possibly a mailbox name which should be the same as your username, and a server name.
2. The server name will be outlook.wmcarey.edu and the URL address will be <https://outlook.wmcarey.edu/owa>, if necessary.
3. If you should have trouble setting up your phone to connect to WCU mail, please open a support ticket by emailing help@wmcarey.edu with a subject of **Setup WCU Email on Phone**.

Configuring Outlook on a WCU workstation

1. You must be logged into the workstation using your WCU account credentials in order to setup Outlook
2. Open Outlook
3. Click Next until prompted for an email address, username, and password
4. Enter this information as provided during in-processing
5. Click Next and allow Outlook to setup automatically
6. If you have any trouble, please submit a support ticket by emailing help@wmcarey.edu with a subject of **Setup Outlook**.

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.

Desire2Learn (D2L - eLearning)

WCU provides access to D2L for all faculty members regardless of the fact that they are teaching online courses or not. D2L may be used for online learning or for traditional classroom learning enhancement. From within D2L, one may send email to course participants, quiz participants, chat with participants, maintain a grade book, post course material for participant downloads, and much more.

Accessing D2L

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

Using D2L

To get started using D2L, navigate to <http://www.wmcarey.edu/it> and look for the D2L Documentation section. You may also contact David Brockway, dbrockway@wmcarey.edu, to request information for the next D2L training course available.

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

- a. PC - If you are using a computer running a Microsoft Windows Operation System
 - b. MAC - If you are using a computer running Apple Mac OSX
3. Run the downloaded file
 4. Click Next on the Welcome to the WEPA Printer... window
 5. Click I Agree on the License Agreement window
 6. Wait a few moments while the drivers are installed, click Finish
 - 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.

5. Enter your WCU username in the WCU Indigo Portal Username field.
6. Enter 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.

SaderWatch

WCU provides an emergency notification system called SaderWatch to alert students, faculty, and staff of important information, emergencies, and notifications. SaderWatch is hosted by Regroup as an external service to which anyone wanting notices must register.

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)