

YOUR TECHNOLOGY SET UP GUIDE



1 WC ACCOUNTS

wc.edu - locate links to many resources you will utilize as a student here at WC

Coyote Connect – locate on wc.edu navigation or bookmark <https://coyoteconnect.wc.edu>

Student ID – Click on your Name > User Profile

Sections – Student Finance, Student Planning, Course Catalog, Grades, Graduation Progress

MOBILE OPTION: On your device's app store, search for *Weatherford College: mobileWC*

Canvas – All your WC courses will have an online course: wc.edu > Current Students > Canvas or bookmark <http://wc.instructure.com>

MOBILE OPTION: On your device's app store, search for *Canvas Student - Open and locate WC*

2 STUDENT EMAIL

Sign into your email account through <https://outlook.office365.com/> using your full WC email address (jsmith.1234@wcstudents.wc.edu). Password is your birthday (mmddyyyy) unless you changed it.

To setup your student email account on your mobile device please download the Microsoft Outlook App on the app store. User name and password setup is the same as above.

Please check your email frequently!



FOLLOW THESE STEPS TO TECHNOLOGY SUCCESS AT WC

3 REQUESTING TECHNOLOGY SUPPORT

Whether you need assistance with your account access, wireless connectivity, printing on campus, or guidance with your personal computer, Technology Services can help you.

Main Campus: 817-598-6364

Wise County: 940-626-3249

Submit a request for help by submitting an email to: TechnologyServiceDesk@wc.edu

Please include the following in your email request:

- First and Last name
- Student email address and Student ID
- Alternate email address
- Phone number and best time to contact
- Campus Location
- Description of the problem, steps you took leading up to the error, error details,

4 ACCESS WIFI

Wireless Connectivity is available in the buildings on all college campuses. From the list of available wireless networks, choose WC-Internet and you will be redirected to a login page. If a login page does not appear go to your preferred web browser and type in 1.1.1.1 into the web address bar.

To login to WiFi use:
User name: jsmith.1234 (first part of your student email address)
Password: Initial birthday password (mmddyyyy) or what it was changed to



SPRING/FALL HOURS:
Monday - Thursday: 8:00 a.m. - 5:00 p.m.
Friday: 8:00 a.m. - 4:00 p.m.

SUMMER HOURS:
Monday - Thursday: 8:00 a.m. - 5:30 p.m.

- Weatherford Campus: 817-598-6364
- Wise County Campus: 940-626-3249

FUN NOTE: You can log onto portal.office.com to download office on up to 5 different computers!!!

NEVER LOSE YOUR FILES!

5 MICROSOFT OFFICE 365

For as long as you are a currently enrolled student at Weatherford College, you have a free subscription to Microsoft Office 365 Software Applications and OneDrive Storage.

Windows and Mac computers users go to portal.office.com and login using your WC email address and password. In the upper right corner, click install office link. Select Office 365 Apps, then follow the onscreen guide to download and install apps.

On your mobile devices, download Word, PowerPoint, Excel and Outlook Apps individually from the app store. Use your WC email address and password to activate.

Free File Storage is available at <https://onedrive.com>, Microsoft's cloud storage site. On any device, log into OneDrive to upload and share files. On Canvas, select Office 365 to submit an OneDrive file to an assignment.

6 CAMPUS COMPUTER RESOURCES & PRINTING

You have access to computer resources and printing at the following locations:

Weatherford: Computer access is available in the Library at multiple stations on both floors.

Wise County: Computer access is available in the Academic Research Center (ARC)

Before you can print anything, you must first add funds to your WC Print Account. This can be done in two ways:

- Visit <https://stuprint.wc.edu> - add funds to your account using PayPal
- Go to any of the Business Offices and add funds in person