WATC
WICHITA AREA TECHNICAL COLLEGE

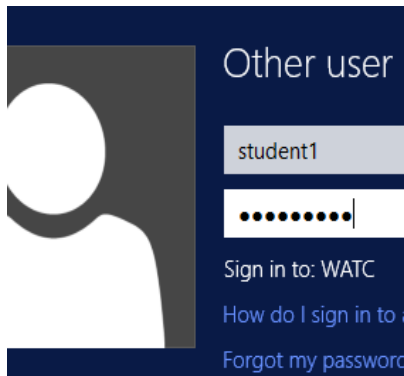WICHITA AREA TECHNICAL COLLEGE

STUDENT INFORMATION TECHNOLOGY GUIDE

AUGUST 2016

LOGIN TO A WATC COMPUTER TO GET STARTED

To access the WATC network you'll need to login to a WATC computer from any campus or from mywatc.watc.edu on the Internet.

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 user name you will have a number at the end of your login like "jsmith99".
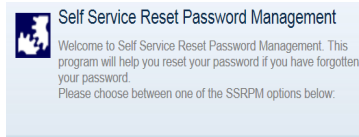
If this is your first time logging into the WATC computer system, you will need to reset your password.

If you are **using a WATC 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 "Need to reset forgotten/expired password? First Time Login?" link on the MyWATC login page at:

https://mywatc.watc.edu

Be prepared to provide your username, date of birth, and last four digits of your social security number.

Note: If you did not provide a Social Security Number (SSN) when you enrolled at WATC please leave the SSN box blank.
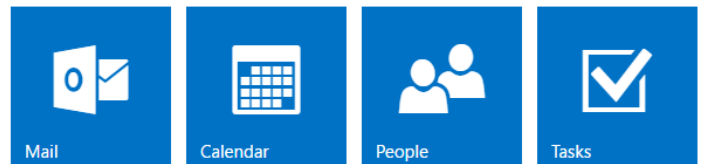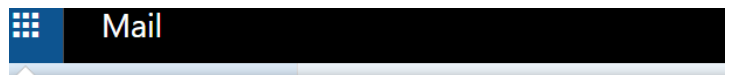
Password rules are as follows:

• 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 "WATC".

• **Cannot be a repeat** of the last 5 passwords used.

Other user

student1

●●●●●●●●●

Sign in to: WATC

How do I sign in to a
Forgot my password

Self Service Reset Password Management

Welcome to Self Service Reset Password Management. This program will help you reset your password if you have forgotten your password.
Please choose between one of the SSRPM options below:

Reset your password

Reset your password if you have forgotten your password and would like to

STUDENT EMAIL

When you enroll at WATC, you will be given your own email address.

It will contain your user name like jsmith99@watc.edu.

Outlook

User name:

Password:

→ sign in

To check your email, click on the email icon at ✉ Email WATC.edu or inside myWATC.watc.edu

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.

Mail

Mail	Calendar	People	Tasks

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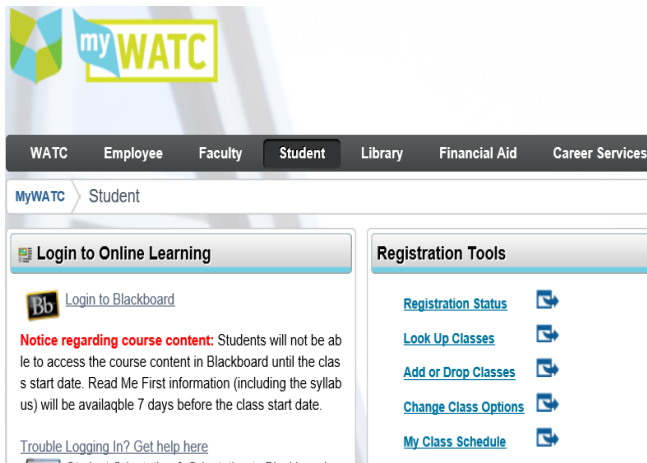
ONE STOP WEB PORTAL

myWATC is the one stop online web portal used by students to access most resources offered by WATC. You can reach myWATC by clicking on the myWATC icon on the watc.edu website or you can go direct by typing https://mywatc.watc.edu into any web browser.

myWATC contains modules for students to check their grades, schedule, financial aid, DegreeWorks, etc.

To login uses the same WATC user name and password discussed on page one of this guide.

Click on the "Student" tab across the top to see all the options.

UPDATE PERSONAL INFO

It's important to keep your cell phone, email and home address information updated so that we can keep you informed about critical information important to your academic success and for campus weather closures.
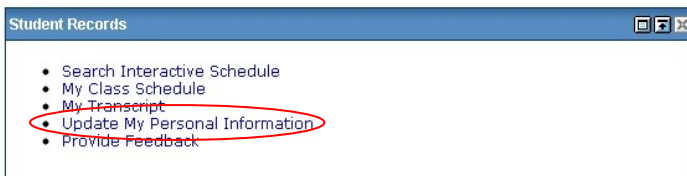
To view/change your personal information please Login to myWATC and locate the "Student Records" block in the

center of the Student tab.

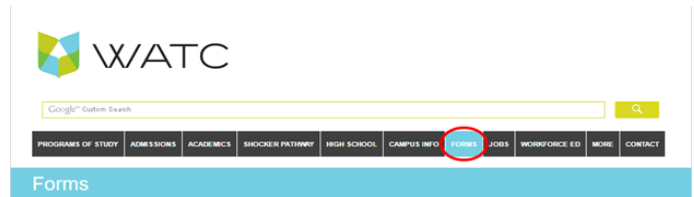Click on "Update My Personal Information".

You will then be presented with the address and phone numbers that we have on file for you.

Ensure these are correct. If not, you must update the information.

TRANSCRIPTS

1. Go to our main website by typing watc.edu in a web browser

2. Click on forms near the top of the webpage

3. Scroll down toward the middle of the webpage until you see Transcript Request from WATC

4. Click the online link ✏ icon which will take you to the online Transcript Ordering Center.

5. Read the requirement checklist and when you are ready, click **Start** to begin filling out the online request form.

6. You may also print out a hard copy of the transcript request form by clicking on the 📄 icon. Please note that if you make the request by mail, it will take longer to process your request.

WATC USES MICROSOFT SOFTWARE

WATC uses Microsoft Windows 10 and Microsoft Office 2016 on desktop computers and laptops. Students in many programs are required to use a portable Windows 10 device that can run Microsoft Software. You can check to see if your program requires you to use a personally owned computer by reviewing Academic Policy 5-29. Regardless of program, all adult students must have some sort of digital device (Smartphone OK) that runs a Chrome Browser and Office 365.

Classroom power outlets are limited, please ensure your mobile device can last 6 hours on battery power!!!

CHECK SCHEDULE AND FINAL GRADES

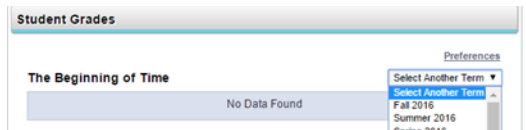Once you start your classes, you will want to see your schedule and grades for each semester.

Login to myWATC as described on the previous page and click on the "My Class Schedule" link in the student records block.

You will be shown the current registration status and schedule for your current semester.

- Search Interactive Schedule
- My Class Schedule *** Printer Friendly
- My Transcript
- My Account Detail
- Apply to Graduate
- Update My Personal Information
- Provide Feedback

You may also check your final grades in myWATC. The official final grades will be posted once your instructor has updated the information for the semester.

If you look at the "Student Grades" block in the student tab, you will be given an option to select the term. Select the current term and see how you did. If your schedule or grades do not look correct, contact WATC Student Services.

Student Grades

The Beginning of Time — No Data Found

Preferences

Select Another Term
Fall 2016
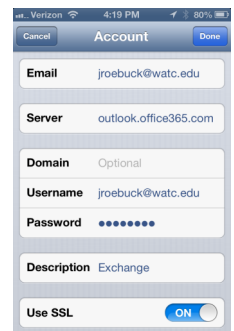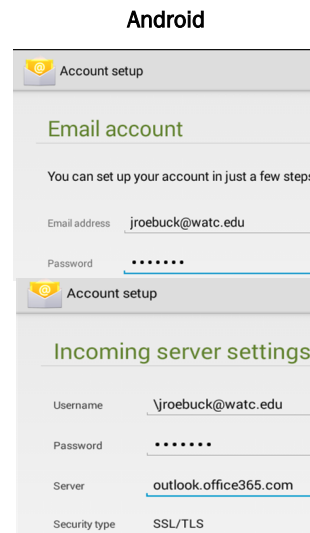Summer 2016

ADD EMAIL TO YOUR SMARTPHONE / TABLET

The easiest way to get WATC email is on an iPhone/iPad or Android smartphone/tablet.

To do this **open the email application on your device**. You will then need to **add a new "Exchange" account.**

Devices may vary but usually you may do this by going to "Options" then "Add Account".

Follow these steps (some menus may vary):

1. For Email enter your WATC email address and password
2. If asked for POP, IMAP or Exchange **choose Exchange**
3. Enter **outlook.office365.com** or **outlook.com** for server
4. Leave Domain blank or optional
5. Enter your WATC email address again for Username
6. Enter your Password
7. Turn SSL ON or if on Android enable "Use secure connection" and "Accept SSL certificates. Accept activation if asked.

Android

Account setup

Email account

You can set up your account in just a few steps.

Email address   jroebuck@watc.edu

Password   •••••••

Account setup

Incoming server settings

Username   \jroebuck@watc.edu

Password   •••••••

Server   outlook.office365.com

Security type   SSL/TLS

Account

Email   jroebuck@watc.edu

Server   outlook.office365.com

Domain   Optional

Username   jroebuck@watc.edu

Password   ••••••••

Description   Exchange

Use SSL   ON

Apple iPhone/iPad

WATC REMOTE DESKTOP CONNECT

You can access your school documents and programs from home just as if you were on campus.

On a Windows computer go to:

Start Button->

All Apps ->

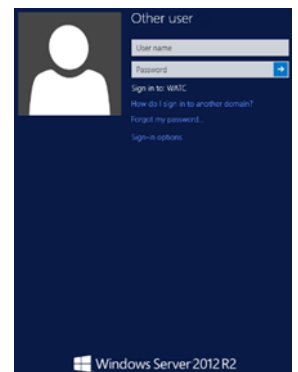Windows Accessories ->

Remote Desktop Connection App

Enter you program's server name such as: health.watc.edu

If you are a part of specific education program use the servers shown below:

Remote Desktop Connection

Computer: ts.watc.edu

User name: WATC\watc

You will be asked for credentials when you connect.

You will be prompted with a screen that looks like a normal login screen at WATC. From there just enter your normal WATC user name and password as you would on campus.

Once you login, you will have access to the software programs that you normally have at school.
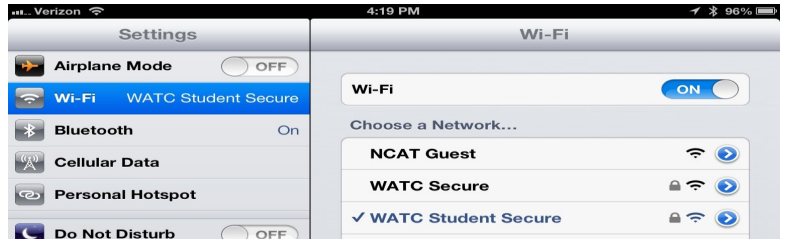
Apple users can install the Remote Desktop application from the Apple App Store.

Other user

Windows Server 2012 R2

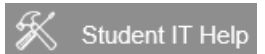| Health Students	Aviation Students	Manufacturing Students	All Students
health.watc.edu	aviation.watc.edu	man.watc.edu	gen.watc.edu

ACCESS WATC's SECURE WI-FI

Select: **WATC Student Secure**

Password: **watcis#1**

WATC.EDU/CONTACT/STUDENT-IT-HELP-DESK

WICHITA AREA TECHNICAL COLLEGE IT HELPDESK

WATC Student IT Help Desk hours

Monday – Thursday 8:00 AM – 9:00 PM

Friday 8:00 AM – 5:00 PM

Phone: 316-677-9906

E-mail: studenthelpdesk@watc.edu

Please provide your name, location, and the description of your issue in the email/call

STUDENTS 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®.

Get Office for free   More special offers for students

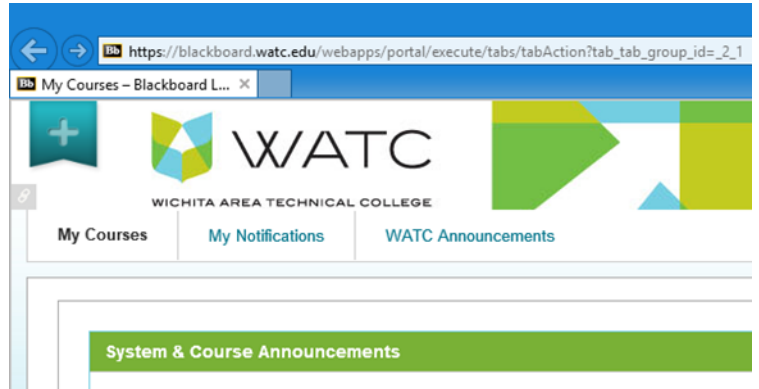Go to www.office.com/getOffice365

USEFUL TECH LINKS FOR WATC STUDENTS

- WATC's Website: watc.edu

- myWATC Student Portal: mywatc.watc.edu

- Blackboard Online Learning: blackboard.watc.edu

- Financial Aid: watc.edu/financialaid

- Federal Student Aid (FAFSA): fafsa.ed.gov

BLACKBOARD ONLINE LEARNING   BLACKBOARD.WATC.EDU

Blackboard is used by students to access class documents, assignments, announcements, attendance, and current grades. This is also the place where instructors upload class information and assignments for students.

For some online courses, attendance is measured by logging into Blackboard. Before every semester, login to view all the classes you are enrolled in to be sure it's accurate and that you have access to all the course materials.

BLACKBOARD NAVIGATION

To gain the most out of your college experience at WATC, knowing how to navigate Blackboard is essential. Students will use Blackboard to gain access to all course materials, including class documents, homework and classwork assignments, announcements, attendance and current grades.
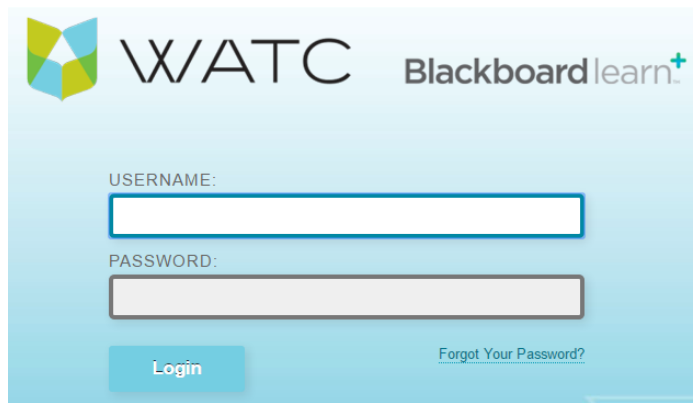
Let's start by logging into Blackboard

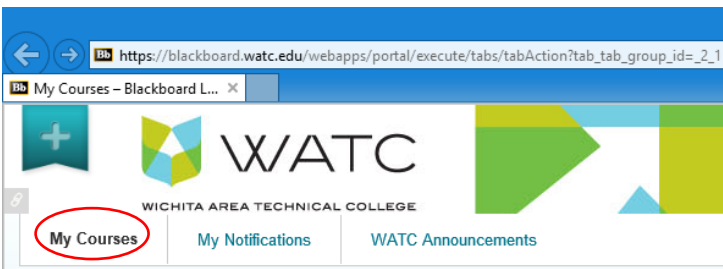Type blackboard.watc.edu into your favorite web browser

You should now see the login page for Blackboard

Type your myWATC student username and password

Your Blackboard login is the same as your myWATC login. Please see page 1 of this guide for more details. When you've successfully logged in, you should see all your classes for the current semester under the "My Courses" tab at the top of the page.

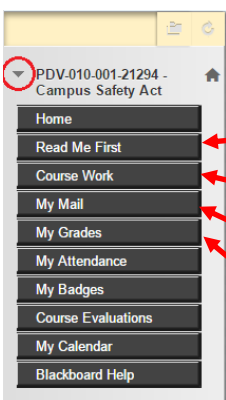*GOOGLE Chrome is the preferred web browser for Blackboard!!!*

Get Blackboard Mobile Learn free app on iPhone or Android

1. Download and Install App

2. Open and connect to WATC

3. Login with your WATC username

Click the course name to access all of its class materials

Once inside the course, you should now see a navigation menu on the left hand side of the page

If you do not see the navigation menu, be sure that the arrow next to the course name is pointing down. Clicking on this arrow will switch the menu between ON and OFF

Read Me First – In this section, you will find documentation relating to the course including a copy of the class syllabus and the instructor's contact information.

Course Work – This is where you will find all course study materials for classwork and homework assignments. The instructor will also upload chapter quizzes, midterm and final exams here.

My Mail - Communication with your instructor and other classmates is an important part of your academic success. You may send email to your instructor and other classmates under this section.

My Grades – Keep track of your academic progress for the course . You will find individual letter grades and percentages for all your classwork and homework assignments, quizzes, exams and your final grade for the course.

6