

FOLLOW THESE STEPS TO TECHNOLOGY SUCCESS AT WC

1 SETTING UP YOUR WC ACCOUNT

The first thing you should do is to setup your WC Student Account. Visit MyWC.wc.edu and login for the first time using the credentials from your acceptance letter. You will then have access to Campus Connect and Online Courses.

User Name: `jmith.1234` (this is on your acceptance letter)
Initial Password: birthdate (mmddyyyy)

Be sure to change your password at this point and answer the security questions so you can use the self-service password reset if you forget it.

Your account will take 24 - 48 hours to become active after you receive your acceptance letter.



2 STUDENT EMAIL

Your Weatherford College Email account is the only way that the college and instructors will communicate with you. Please check your email frequently!

Sign into your Microsoft Outlook Exchange account at outlook.office365.com using your assigned email (`jsmith.1234@wcstudents.wc.edu`) and the password you created for your account.

Don't forget to setup your email account on your mobile device also.

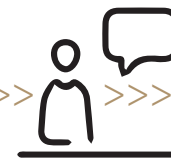


3 TECH STOP HELP DESK

Whether you need assistance with your account access, wireless connectivity, printing on campus, or guidance with your personal computer, Technology Services can help you. Conveniently located in the Weatherford and Wise County libraries, technicians are available during normal hours of operation.

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

Submit a request for help by going to www.wc.edu > campus administration > technology services and clicking on Request for Technical Support or scan the QR code with your phone for direct access.



4 ACCESS WIFI

Wireless connectivity is available in most of the buildings on Campus. From the list of available wireless networks, choose WC-Internet, you will be redirected to the login page. Login with your WC Account.

User Name: jsmith.1234
(this is on your acceptance letter)

Password: your unique password that you created



5 MICROSOFT OFFICE 365

Get a free complete desktop version of the latest Microsoft Office to use for as long as you're a student at Weatherford College.

For Windows and Mac users, go to portal.office.com, login using your WC email account, and follow the instructions to download Office.

For iOS and Android users, download Office Products from your app store and use your WC email account to activate and sign-in.

Remember, it will take a while to download these products, so give yourself plenty of time. Drop by the Tech Stop, or create a help ticket if you have any problems or questions.

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 stuprint.wc.edu and add funds to your account using PayPal
- Go to any of the Business Offices and add funds in person

YOUR TECHNOLOGY SET UP GUIDE

