



First for Women
WESLEYAN



Information Technology

Getting Started



Wireless Network Login

Administrative Buildings & Classrooms

Wireless Network: WesAir

Access key: connectviaair

Residence Halls

Wireless Network: WesStudents

Access key: connectdorms

Student Access

- You should have received a Welcome email with your login information to
 - Wesleyan Portal (also Wesleyan network login)
 - Wesleyan Email
- On first login into the Wesleyan Portal you will be prompted
 - To setup your password recovery options
 - Change your password

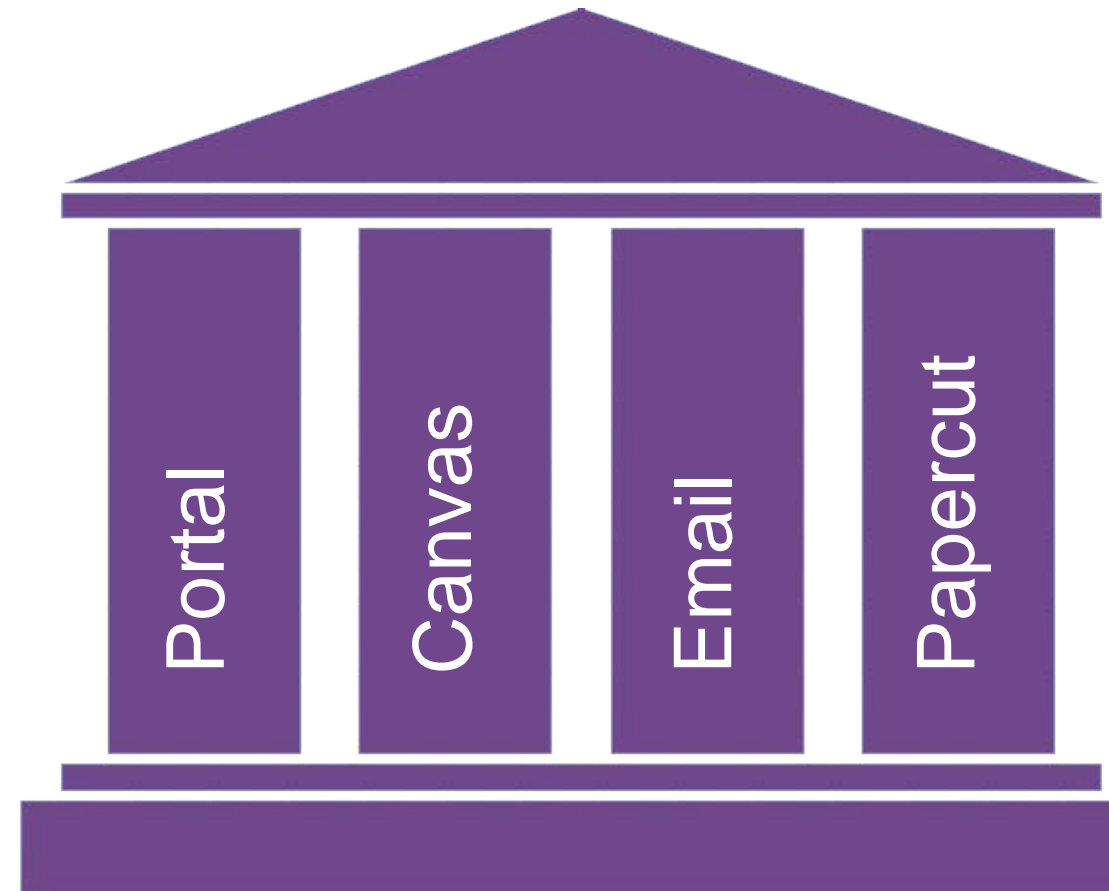
Wesleyan's Four Technology Pillars

1 WesPortal – student portal

2 Canvas – learning management system

3 Gmail – email platform

4 Papercut – print from anywhere on campus



WesPortal

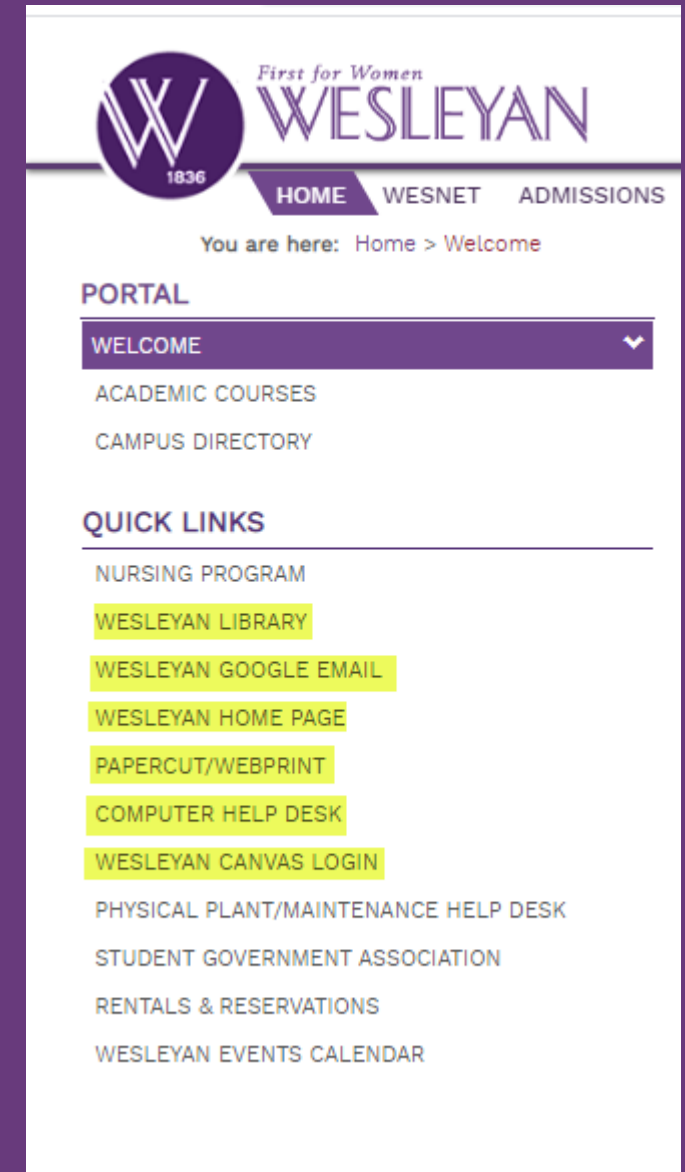
**Cornerstone technology for delivering relevant content, applications, and services.
Single access point.**



- Link to all other Wesleyan systems
- View midterm and final grades
- View Financial Aid information
- Submit financial aid documents
- View and pay bill online
- Add and Drop Courses
- Register for alert system
- Access to eCampus book portal
- Evaluate teaching effectiveness
- View unofficial transcript
- View degree audit
- View student Id barcode
- Manage your vehicles
- Access various digital forms

Portal Navigation

- Tailor-made content – engaging experience
- Mobile friendly navigation
- Quick links
- Portal demo



Portal & Email Password Reset

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If you are experiencing problems signing in to your Portal account, use our [tutorials](#) to learn how to reset your password.

If you would like to report a technical problem, please contact IT department at hdesk@wesleyancollege.edu or (478) 757-5239.

For assistance accessing this website due to disability, please contact Jill Amos, Director of Disability and Advocacy Services, at jamos@wesleyancollege.edu or (478) 757-3800.

^ Password Management

Title

- Forgot Portal Password - Need to Recover
- How to change my Wesleyan email password (I remember my WesPortal password)
- How to change my WesPortal password (I remember my current password)
- How To Change Recovery Questions When Prompted
- How to Edit Recover Options (I know my password)

WesPortal : To-Do List



- Login
 - Update password recovery settings
 - Change password
- Verify book portal address (eCampus)
- Register vehicles
- Add your phone to Wesleyan Alert
- Financial Aid
 - Check financial aid awards
 - Check missing documents
 - Accept/Reject loan offers
 - Fill out direct deposit form

Canvas



- Our platform to digitally deliver courses and training programs
 - Digital space to take part in courses
 - Submit assignments
 - Take online quizzes
 - Communicate with peers and instructors
 - View grade progress
- Login is the same as WesPortal's
- Mobile device app



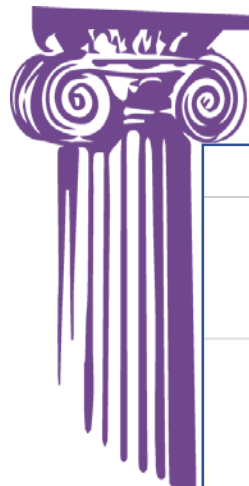
To-do:

- Add communication channels under settings
- Configure notification settings

Email

Gmail is our email platform

the main official email communication channel



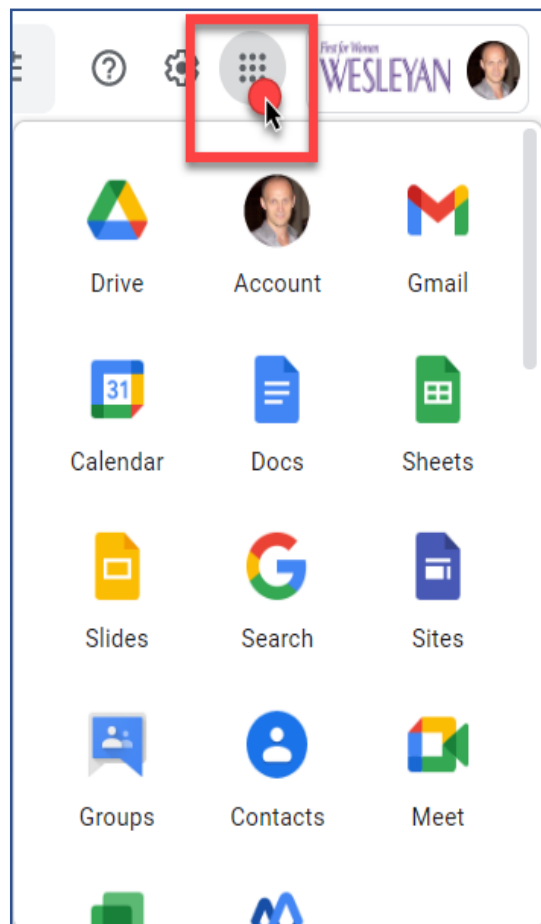
gmail.com
or
email.wesleyancollege.edu

Google

Sign in
to continue to Gmail

Email or phone
schernokov@wesleyancollege.edu

Create account Next



To-do:

- Change password (through WesPortal)
- Add email to your phone (Gmail app)
- Setup two factor authentication

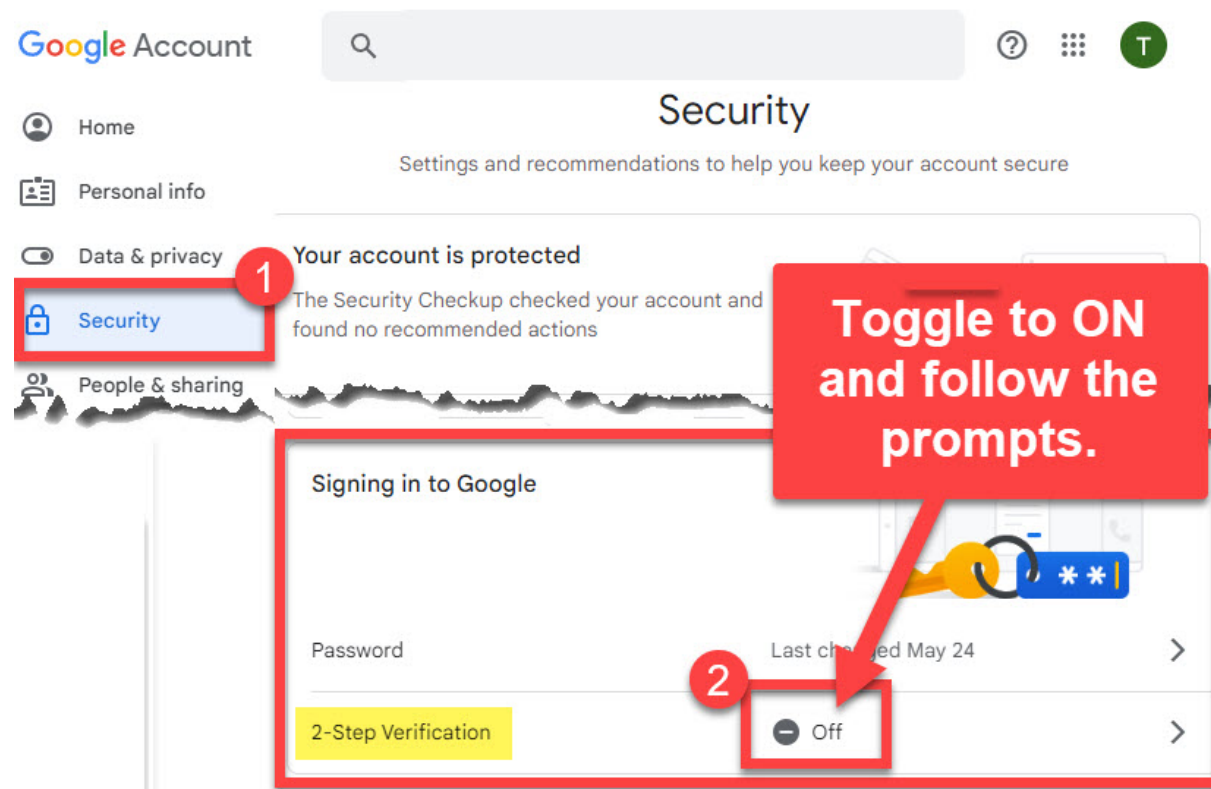
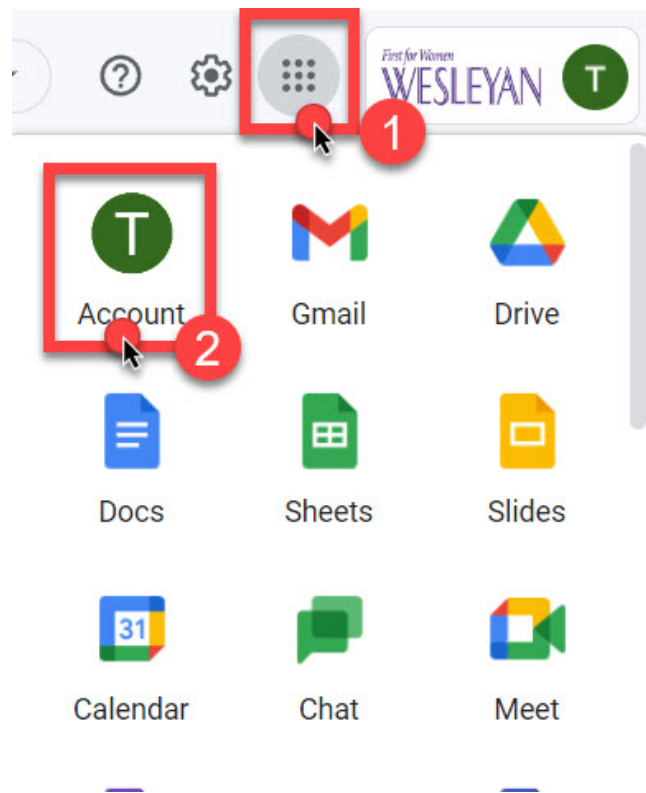




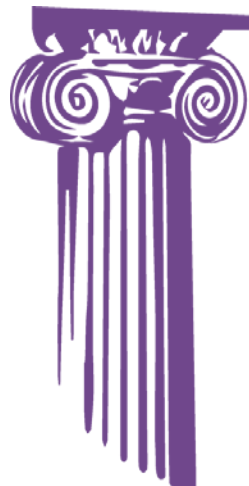
Email

Setup 2 factor authentication

- Login to your Wesleyan email using a web browser on a computer
- Go to account
- Under security enable 2-step verification and follow the prompts



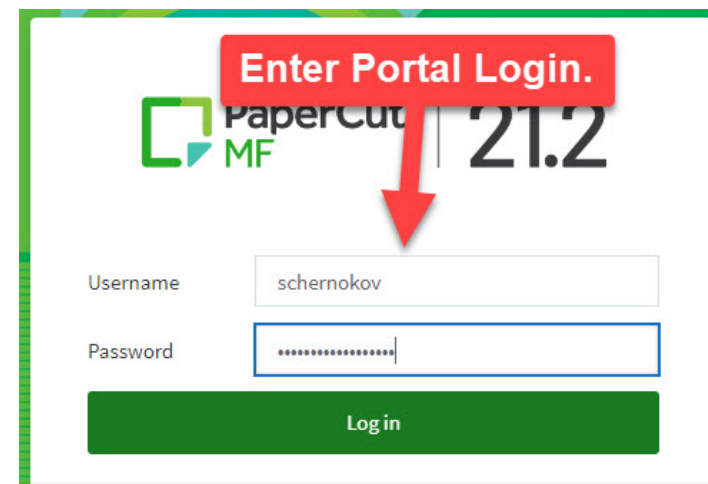
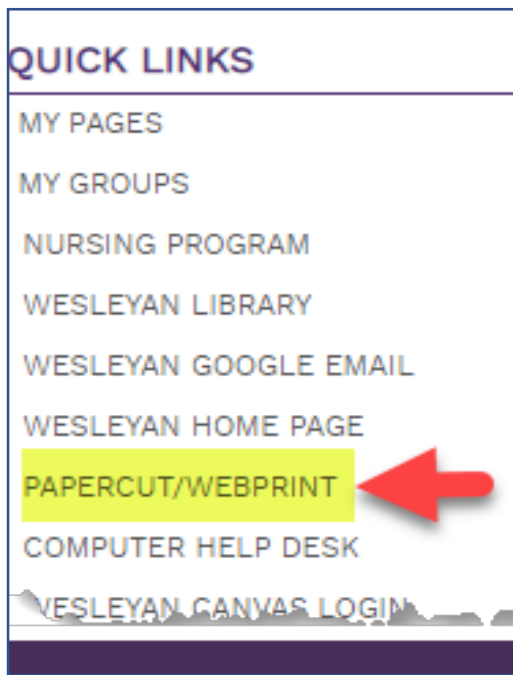
Papercut



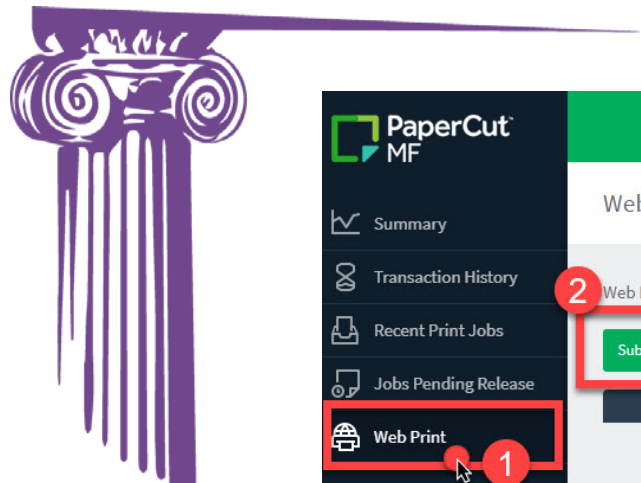
Campus wide printing platform

- Printers located classrooms and academic buildings
- Printers and public computers located in the library
- You may print 1000 pages per semester free of cost. To add additional funds please go to the Willet Library for assistance.

Go to WesPortal
wesportal.wesleyancollege.edu

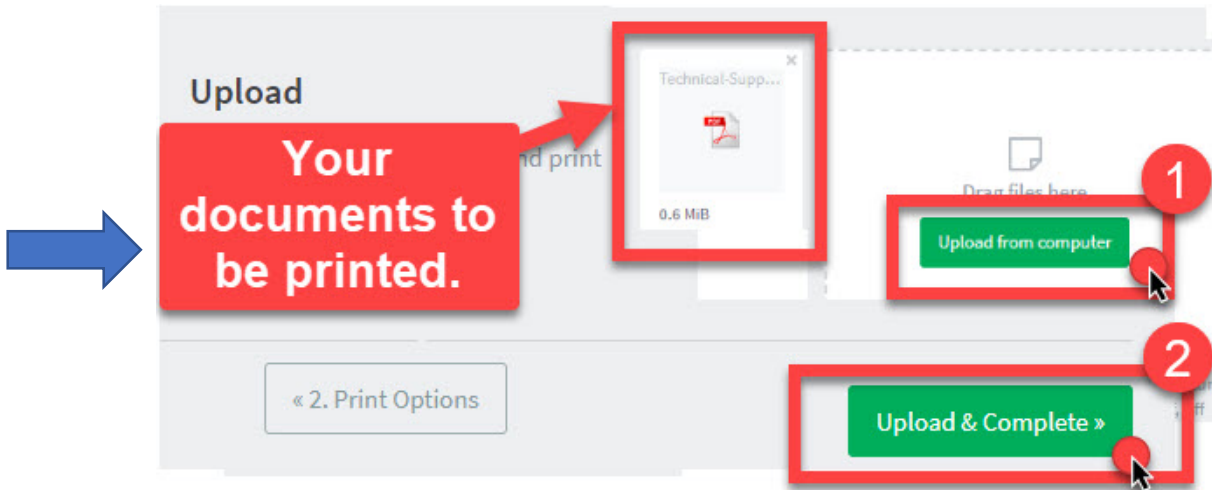
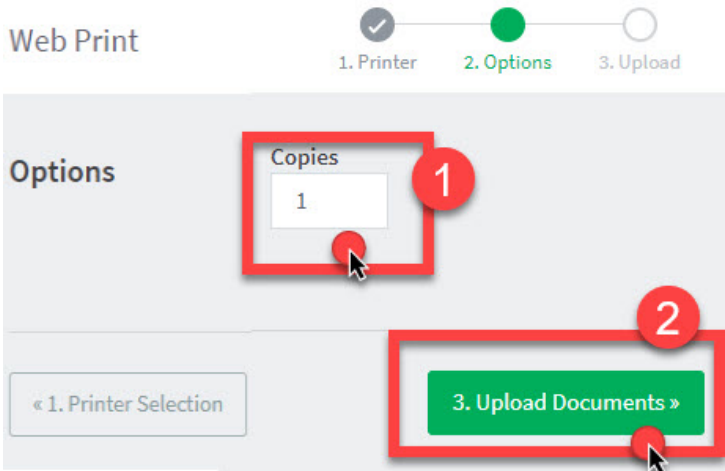
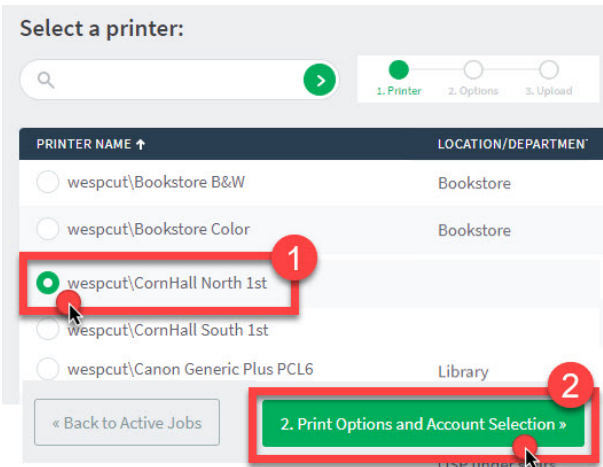
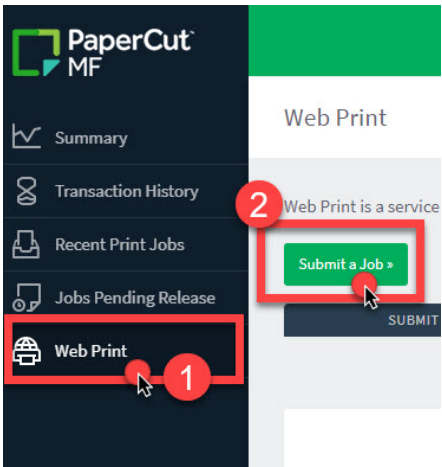


Papercut



Campus wide printing platform

How to print



Get Office 365 for free

- To get a free copy of Office 365 for use on up to 5 devices, Mac and PC version available
- www.microsoft.com/en-us/education/products/office

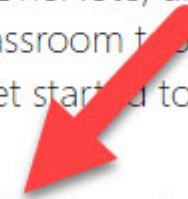


Get started with Office 365 for free

Students and educators at eligible institutions can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. Use your valid school email address to get started today.

Enter your school email address

GET STARTED



Need Technology Assistance



1

Information Technology Resources link

Portal => Wesnet => Computer Resources

2

Contact your Information Technology Assistant (ITA) in your residence hall.
ITA contact information is on your residence hall door.

If your ITA is unavailable use Chat in Gmail app for after hours support

How to: [WesPortal=> WesNet => My Account => TECH SUPPORT INSTANTLY](#)

- Monday – Friday: 5:00pm to 11:00pm
- Saturday – Sunday: 7:00am to 11:00pm



3

Submit a help desk ticket or email at hdesk@wesleyancollege.edu

QUESTIONS ???



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