Student Technology Guide

Wireless Network Configuration

Administrative Buildings
Wireless Network: WesAir
Access Key: connectviaair

Residence Halls
Wireless Network: WesStudents
Access Key: connectdorms

New students will receive a welcome email that contains their user name and password.

If you have forgotten your password:
1. Go to Wesportal and click on the Wesnet tab, select Password Management
2. Enter your personal information on the Password Recovery screen
3. You will receive an email at your personal email address with a link to reset your password

To change your password:
4. Go to Wesportal and log into the portal. Once you are logged in go to Wesnet, Password Management
5. Complete the information on the Password Reset screen (follow password guidelines on screen)
6. Select a reset action: You can reset both your Wesportal password and your email password or you can chose which one to reset.

Wesportal
- Sign up for classes and see your schedule
- Drop Classes
- Check on financial aid and see your awards
- See charges and payments
- See your grades and unofficial transcripts
- See Degree Progress

How to sign in to Wesportal:
1. Go to Wesportal
2. Type your user name and password
3. Click the Sign in button

Canvas
- Access your online, hybrid and regular class
- See the syllabus for each class
- See your assignments, course calendar and messages
- Check assignment grades

How to access Canvas
1. Go to Wesportal
2. Type your user name and password
3. Click the Sign in button
4. Select My Courses from left menu
5. Select a course from the list
6. Type your Wesportal user name and password in the boxes
7. Once logged into Canvas you can go to the Dashboard to see all your courses

Student Email
- Stay up to date on activities, deadlines, and more
- Learn about school resources
- Email your instructors and advisor

How to sign in to your student email
1. Go to Wesportal, select the Quicklink for Wesleyan Google email
2. Type your full student email address in the box (ex: jxdoe@wesleyancollege.edu)
3. Type your Password in the box

Papercut/Webprint
- Print to printers in Residence Halls and Library
- As part of your tuition students can print 1000 pages per semester at no cost
- You can purchase additional pages in the Library if needed

How to print on campus
1. Go to Wesportal, select Papercut/Webprint from Quicklinks
2. Type your Wesportal user name and password in the boxes
3. Select Web Print from side menu
4. Select Submit a Job and locate the file you want to print. Follow additional screens to complete your print job.