Wesleyan College Technology Guide

You will need a user name and password to sign in to the systems below.

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
- Enter midterm and final grades
- Access My Courses - Canvas
- See advisees
- Turn on and view course evaluations
- Submit book adoptions
- Access shared resources - Wesnet

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 classes
- Post syllabus for each class
- Set up assignments, course calendar and send messages
- Enter 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

Wesleyan Email
- Stay up to date on activities, deadlines, and more
- Learn about school resources
- Email students, faculty and staff

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

Computer Help Desk
- Request assistance from Computer and Information Resources Department
- Need help with computer, printer, phone or printer

How to sign in to the Computer Help Desk
1. Go to Wesportal, select the Quicklink for Computer Help Desk
2. Type your Wesportal user name and password
3. Click Sign in button
4. Click Enter Help Desk Ticket
   You may also call 478-757-5239
   On campus students may contact their ITA located in their residence hall.

Get Started with Office 365 for free

Faculty 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.

https://products.office.com/en-us/student/office-in-education