

The 411 of Logins



THE FINER POINTS OF HOW TO LOG INTO:

- **STUDENT EMAIL**
- **STUDENT INFORMATION SYSTEM**
- **BLACKBOARD**
- **ONLINE RESEARCH DATABASES**
- **ON-CAMPUS COMPUTERS**
- **PLUS: USING THE STUDENT PORTAL**

Getting Started



- Your universal User Name (ex: **jsmith0001**) and Password are issued by the Student Development office prior to the beginning of your first semester at Wor-Wic. By the time you start your first class, you should have received it in a letter that was mailed to the address listed in your student record.
- This User Name and Password will be used to access your **Student Email**, the **Student Information System**, the **Blackboard** learning environment, the **Online Research Databases**, and **on-campus computers**.

Logging into Student Email



- Go to www.worwic.edu
- Click on *Student Email* under *Quick Links*
- Click on the *Windows Live site* link

The screenshot shows the Wor-Wic Community College website. The header features the college logo on the left, the slogan "Start Here...Go Anywhere!" in the center, and "Login | Quick Links" with a dropdown arrow on the right. Below the header is a search bar. A breadcrumb trail reads "Home : Current Students : Student Email". A left sidebar lists navigation categories: Academics, Continuing Education, Current Students, Faculty & Staff, Future Students, Human Resources, Student Services, and Wor-Wic Information. The main content area has a yellow background and contains two sections: "Windows Live" with a link to the Windows Live site and instructions for account setup, and "Old Student Email Access" with a notice about email access ending on January 31, 2010.

Continued on slide 4

Logging into **Student Email** (continued)



- Sign in by entering your Windows Live ID - a.k.a. your email address - and your Password. Your email address format is UserName@live.worwic.edu.



One Windows Live ID gets you into **Hotmail, Messenger, Xbox LIVE** — and other places you see

Hotmail



Powerful Microsoft technology helps fight spam and improve security.



Get all your e-mail accounts, calendars, and contacts in one place - even if you use other e-mail services.



New! Chat from your inbox, see what's new with friends, and get 5 GB storage that grows when you need it.

[Learn more](#)

Don't have a Windows Live ID?

[Sign up](#)

[More about Windows Live ID](#)

[Privacy Policy](#)

Sign in



Windows Live ID:

(example555@hotmail.com)

Password:

[Forgot your password?](#)

Remember me on this computer (?)

Remember my password (?)

[Sign in](#)

Use enhanced security

Continued on slide 5

Logging into Student Email (continued)



- Answer the questions that follow on the next few screens. NOTE: You will only have to do this once.
- You will then be directed to your Microsoft Outlook Live Inbox and can begin sending & receiving email.

The screenshot displays the Microsoft Outlook Live interface for a student account. The top navigation bar includes 'Home', 'Profile', 'Mail', and 'SkyDrive'. The user's email address is partially visible as '0001@live.worwic.edu'. The main content area shows an 'Email Change' notification from 'netadmin' dated Wednesday, January 06, 2010, 7:56 AM. The notification is addressed to 'AllWorWicStudents' and contains the following text:

ATTENTION STUDENTS: Student e-mail will be changing.

On January 8, 2010, your student e-mail will be changing. We think you will find it to be an improvement over the current system and hope the additional features will be helpful to you during your time at Wor-Wic.

What is this new e-mail all about?
Wor-Wic has partnered with Microsoft to use its Live@Edu platform for all student e-mail accounts.

Will my e-mail address change? What about my password?
Your new e-mail address will be the same first initial, last name, and four digits that you were originally assigned @live.worwic.edu (e.g., atester0001@live.worwic.edu). Your password was reset to your 8 digit birth date (yyyymmdd). We strongly recommend that you change your password the first

Logging into the Student Information System



- Go to www.worwic.edu
- Click on *Student Portal* under *Quick Links*
- Click on *Student Information System*
- Log in using your universal User Name & Password

STUDENT INFORMATION SYSTEM
Please sign in.

To log in, use your Wor-Wic network User Name and Password.

Students: This is your "universal" User Name and Password.
This is issued to you by the Student Development office prior to your first semester.

Example:
User Name-jdoe00**
Password-DOB in **yyyymmdd** format

Don't know your User Name or Password? Contact [Student Services](#).
Groovy Faculty & Staff use your network login.

Current students will be able to begin registering for Summer and Fall 2010 classes as of 8am on March 29.

Username:

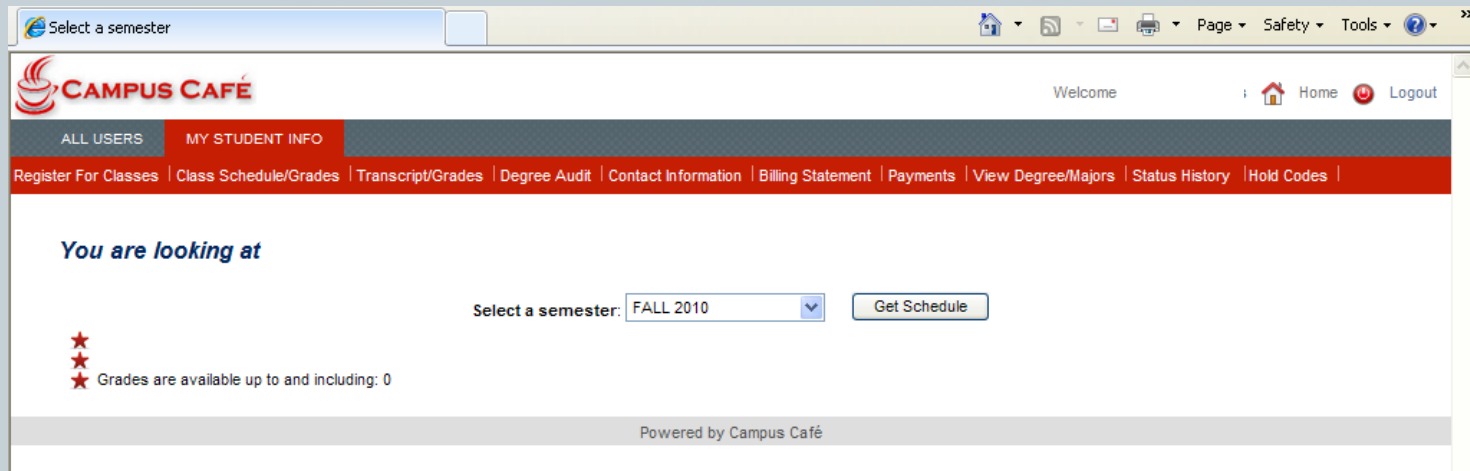
Password:

Powered by
CAMPUS CAFÉ

Logging into the Student Information System (continued)



- Click on the MY STUDENT INFO tab to activate several additional tabs (in red).
- For a tutorial on how to use this system, see the Student Portal Menu page.



The screenshot shows a web browser window displaying the Student Information System interface. The browser's address bar contains the text "Select a semester". The page header features the "CAMPUS CAFÉ" logo on the left and "Welcome" with "Home" and "Logout" links on the right. A navigation bar below the header includes the "MY STUDENT INFO" tab, which is highlighted in red, along with other tabs like "ALL USERS". A secondary red navigation bar contains links for "Register For Classes", "Class Schedule/Grades", "Transcript/Grades", "Degree Audit", "Contact Information", "Billing Statement", "Payments", "View Degree/Majors", "Status History", and "Hold Codes". The main content area is titled "You are looking at" and contains a "Select a semester:" dropdown menu set to "FALL 2010" and a "Get Schedule" button. Below this, there are three red star icons and the text "Grades are available up to and including: 0". The footer of the page states "Powered by Campus Café".

Logging into Blackboard



- Go to www.worwic.edu
- Click on *Blackboard Login* under *Quick Links*
- Log in using your universal User Name & Password

The screenshot shows a web browser window with the address bar containing "Login to Blackboard". The page header has a teal bar with "Check Browser" and "Help" links. The main content area is split into two columns. The left column features the "WOR-WIC COMMUNITY COLLEGE" logo and a "Log in Blackboard" section with input fields for "User name:" and "Password:", and an "OK" button. Below this is a red notice: "Attention returning Blackboard users: A new login procedure is in effect starting Spring 2010 semester." The right column contains a "Browser Check" section with a paragraph of text, a "Pop-up Blockers" section with another paragraph, and a "Java Security Certificate" section.

[Check Browser](#) [Help](#)

WOR-WIC
COMMUNITY COLLEGE

Log in Blackboard

User name:

Password:

Attention returning Blackboard users: A new login procedure is in effect starting Spring 2010 semester.

Browser Check

Before logging in, it is highly recommended that you perform a browser check to see if your computer is properly configured to use the Blackboard Learning Systems.

Pop-up Blockers

The Blackboard Learning System sometimes uses small browser windows to deliver requested content. Some pop-up blockers incorrectly interpret these small windows as pop-up and block them. If you have installed a pop-up blocker, turn it off while using the Learning System

Java Security Certificate

Logging into **Online Research Databases** from off campus and **On-Campus Computers**



- **Online Research Databases**
 - Go to www.worwic.edu
 - Click on *Library Services* under *Quick Links*
 - Choose Research Databases from the menu that appears
 - Log in using your universal User Name and Password
- **On-Campus Computers**
 - You can log into any student-use computer on campus by entering your universal User Name and Password.

Using the **Student Portal**



- Go to www.worwic.edu
- Click on *Student Portal* under *Quick Links*
- Click on the menu item that you are interested in – e.g., *Student Information System*, *FAM (the Student Financial Aid Portal)*, or various student tutorials.
- If prompted, log in by following the login instructions specified. For the *Student Information System*, use your universal User Name and Password. For *FAM*, use your SSN and DOB in MMDDYYYY format.