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](http://www.worwic.edu)
- Click on **Student Email** under **Quick Links**
- Click on the **Windows Live site** link

*Continued on slide 4*
• 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.
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.
Logging into the Student Information System

- Go to [www.worwic.edu](http://www.worwic.edu)
- Click on *Student Portal* under *Quick Links*
- Click on *Student Information System*
- Log in using your universal User Name & Password
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.
Logging into Blackboard

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

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

Attention returning Blackboard users: A new login procedure is in effect starting Spring 2010 semester.
Logging into **Online Research Databases from off campus and On-Campus Computers**

- **Online Research Databases**
  - Go to [www.worwic.edu](http://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.