WINGS Express – Getting Started

- Log into WINGS  http://wings.wright.edu.
- Click the WINGS Express icon located on the application bar in the upper-right corner of the screen.
- Log in using your University ID (UID) and your six digit PIN at the Login screen.
- Your default PIN is your birth date in the following format: mmddyy
  
  Remember: UID format is: Uxxxxxxxx
  (U+8 numbers)

- If you need help finding your UID, click on the FIND YOUR UID link.
- Once you log into WINGS Express a screen opens prompting you to change your PIN.
- Your original PIN expires upon first login. Your PIN must be 6 characters (alpha or numeric).
- You will then be prompted to answer a security question. This question will be used if you forget your PIN. Make sure you are the only one who knows the answer to your security question.
- **Note:** If you forget your PIN but have your security question set up, you will be able to reset your PIN by simply clicking on the Forgot PIN? link after you have entered your User ID. If you forget your PIN and do not have your security question set up, you will need to call the Help Desk (775-4827). Your PIN locks on the fifth incorrect attempt.
- Once logged in you will see the Main Menu.

**Faculty Menu**

**Term Selection** – List of terms used with the services below.

**Course Catalog** – Summary Information about WSU courses.
Class Schedule Search – Detail information by term for class sections.

ID Selection – Enter a student ID for the following student services.

CRN Selection (Your Sections) – Select a CRN (Course Reference Number) to use with the services below.

Active Assignments (Detail of Your Sections) – Your classes which have registered students.

Registration Overrides – Permit overrides by term for a student.

Summary Class List – Summary list of registered students in a selected CRN.

Detail Class List – Detail information about students in a selected CRN.

Final Grades – Enter final grades for the selected CRN.

Week at a Glance – Your class schedule by day and time.

Assignment History – Past and present class assignments beginning with Summer 2006.

Advisor Menu – Advisor access to student information.

WINGS Resource Center

- The WINGS Resource Center is available with information and training videos on each module of WINGS Express. http://www.wright.edu/wrc

Questions?

- If you have questions, contact the CaTS Help Desk by calling 937-775-4827 or sending e-mail to helpdesk@wright.edu.