Introduction to Computing &
Telecommunications Services (CaTS):
Faculty Getting Started Guide

Computing and Telecommunications Services (CaTS) provides service and support for all campus technology, including Internet access, computer labs, electronic classrooms, telephones, information technology security, and administrative and computing resources.

For faculty and staff we provide phone and voicemail services, an equipment checkout and delivery program to enhance technology use in the classroom, and support for your university-owned computer. You can also take advantage of our wireless network, available in all buildings and residence halls, and the WINGS system, which gives you access to your email, calendar, and other important university services.

Faculty will need to obtain a campus account through the Help Desk in 025 Library Annex. The campus account provides you with the account name and password necessary to access university email, personal and class disk space on network file servers, and other computing resources. You are responsible for any improper or illegal activities that occur on your account. These activities include, but are not limited to, harassment of others through electronic communication and the use of university resources for business purposes. Therefore, you should not share their passwords with anyone for any reason. Misuse of resources can result in the loss of account privileges and charges files with the appropriate university offices.

The CaTS Help Desk is the single point of contact for university computing questions, problems, and requests. Assistance is available seven days a week by calling 937-775-4827 or 1-888-775-4827. For more information on CaTS and the services we offer, visit our website at http://www.wright.edu/cats/.

Visit the following helpful sites:

- CaTS Website http://www.wright.edu/cats/
- WINGS http://wings.wright.edu
- WINGS Resource Center (WRC) https://support.wright.edu/wrc/
- IT Security http://www.wright.edu/security/
- Online Documentation http://www.wright.edu/cats/docs/
- Faculty Essentials http://www.wright.edu/cats/fszone/
- Online Forms http://www.wright.edu/cats/forms/
- Online Computer Classroom Schedules http://www.wright.edu/cats/labs/
- Online Tutorials http://www.wright.edu/cats/train/
- CaTS Bulletin http://www.wright.edu/cats/info/
Campus Account
A campus account is necessary to access WINGS, email, campus and wireless networks, and personal and class disk space. You are required to change your campus password the first time you log in and every 180 days after. To change your password, go to http://wings.wright.edu, log in, and then click on the "Change Password" link in the top left corner.

University Identification Number (UID)
Permanent, unique 9-digit number assigned to identify you as a member of the WSU community. Your UID and associated PIN is needed when accessing services within WINGS Express.

WINGS (Wright Information, News, and Group Services)
WINGS is an electronic portal used by the WSU community to access various systems, services, and information from one location. This secure site provides you with a customizable layout enabling you to add channelized content that matters to you. Log in using your campus account to access your email, personal calendar, announcements, course software, and WINGS Express. Visit WINGS at the following location: http://wings.wright.edu.

WINGS Express
WINGS Express is a personal, self-service site located within WINGS for faculty services such as class registration, grade posting and more. To access WINGS Express, login to WINGS with your campus username and password and click the WINGS Express icon on the top right.

WINGS Resource Center
The WINGS Resource Center provides additional training, documentation, and videos to guide in the use of university computing resources. Faculty can learn how to post grades, view class lists, and much more. The WINGS Resource Center is located at https://support.wright.edu/wrc/.

Atomic Learning
Atomic Learning offers video tutorials on current and popular software titles, including Microsoft Office and products from Adobe. All faculty members have access to the full library of videos included in Atomic Learning. To get started, visit http://www.wright.edu/cats/train/. You'll need to login with your campus username and password to access the site.

Software Licensing
Being a WSU faculty or staff member entitles you to significant savings on software from companies such as Microsoft, Apple, and Adobe. The software can be purchased by logging into the WINGS portal (http://wings.wright.edu), clicking on the "Resources" tab, and then on "Order Software" under the CaTS Support channel. To see the list of available titles and to read more about software licensing at WSU, visit the following website: http://www.wright.edu/software/.

Hardware Discounts
Considering the purchase of a new computer? Check out the discount information from companies such as Apple, Dell, Gateway, HP, and others at: http://www.wright.edu/cats/purchase/discounts.html.

Wireless Connect
CaTS maintains a wireless network on campus with coverage in all academic buildings, Russ Engineering Center, libraries, food courts, and other common areas. More wireless details can be found at: http://www.wright.edu/cats/wireless/.

Questions?
For additional information or assistance, please contact the CaTS Help Desk by calling (937) 775-4827 or toll free at 1-888-775-4827, or by sending an email to helpdesk@wright.edu. You can also visit the Help Desk in 025 Library Annex.