New Student Orientation

Computing and Telecommunications Services (CaTS)
Our Mission

Provide computing resources, assistance, and direction to Wright State University’s Faculty, Staff, and Students.
## Wright State Accounts

<table>
<thead>
<tr>
<th>Account</th>
<th>Example</th>
<th>Expiration</th>
<th>Used For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Account</td>
<td>w000abc</td>
<td></td>
<td>WINGS, Pilot, and logging in to campus computers</td>
</tr>
<tr>
<td>Office 365</td>
<td><a href="mailto:lastname.1@wright.edu">lastname.1@wright.edu</a></td>
<td>Every 5 Years</td>
<td>Wright State email, calendar, Skype for Business, OneDrive for Business</td>
</tr>
<tr>
<td>University ID (UID)</td>
<td>U01234567</td>
<td>Never</td>
<td>WINGS Express (grades, registration, financial aid)</td>
</tr>
</tbody>
</table>
Personal Information
• Change PIN, Security Question, and Address Information
• Opt-in Emergency Text Message

Students
• Register for classes
• Check grades

wingsexpress.wright.edu
WINGS Express – Setup Security Questions
WINGS Express – Setup Security Questions
WINGS Express – Setup Security Questions

Please Confirm your Pin:

Question number 1 of 2
Question: What was my first pet’s name?
Answer:

Submit  Reset

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Required Acknowledgement
Required Acknowledgement
Required Acknowledgement
Required Acknowledgement

1) Wright State Student Health Insurance
   Students enrolling in 6 or more credit hours by Sep. 16, 2016 for Fall 2016
   are automatically charged for health insurance. (Click here for additional information)
   Select "No" to decline this coverage.
   ☐ Yes
   ☐ No

2) Acknowledgment of Financial Responsibility
   By registering for classes at Wright State University for Fall 2016, I agree to assume
   financial responsibility and pay all charges billed to my student account for this term.
   (Click here to view full text of this agreement)
   ☐ I agree to the terms and conditions set forth in the detailed Statement of Financial Responsibility.

3) Emergency Text Messaging
   We have your Wright State Alert Emergency Messaging selection as Dayton.
   (Click here to make any changes to your Wright State Alert Emergency Notification options.)
Required Acknowledgement

1) Wright State Student Health Insurance
   You declined Wright State Student Health Insurance for Fall 2016. If you want insurance, you will need to be enrolled in 6 or more credit hours. Once enrolled, you can use this service to purchase student health insurance. (Click here for additional information)

2) Acknowledgment of Financial Responsibility
   By registering for classes at Wright State University for Fall 2016, I agree to assume financial responsibility and pay all charges billed to my student account for this term. (Click here to view full text of this agreement)

You have accepted the terms and conditions set forth in the detailed Statement of Financial Responsibility.

3) Emergency Text Messaging
   We have your Wright State Alert Emergency Messaging selection as Dayton. (Click here to make any changes to your Wright State Alert Emergency Notification options.)
WINGS Express – Forgot PIN Tool

Welcome to WINGS Express
WINGS Express is your self-service site for many of the university services used by faculty, staff and students.

Logging in to WINGS Express
To access WINGS Express you will need a University ID (UID) and PIN. The UID is different from your CAMPUS account that you use to access WINGS. To find your UID and PIN, you must first have a CAMPUS username and password.

For assistance contact the CatS Help Desk.

Note, before clicking on "Forgot PIN?", enter your University ID (UID).

RELEASE: 8.5.2

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WINGS Express – Forgot PIN Tool
WINGS Express – Forgot PIN Tool
WINGS

• Access your email and calendar
• Find academic resources
• Access to Pilot and Atomic Learning

wings.wright.edu
Changing Your Campus & Office 365 Password

WINGS

- Access your email and calendar
- Find academic resources
- Access to Pilot and Atomic Learning

wings.wright.edu
Changing Your Campus & Office 365 Password

WSU Password Reset

Please enter your WINGS Express credentials:

UID: 
PIN: 

Submit  Cancel  Clear

If you do not know your WINGS Express PIN, go to WINGS Express and click on the "Forgot PIN?" service.

Note:

- Your UID is a 9-digit University ID Number (UID) that is assigned to you when you apply as a student or are affiliated with Wright State University.
- If you do not know your WINGS Express UID and PIN, or if you need further assistance, please contact the CaTS Help Desk at (937) 775-4827 or 1-888-775-4827.
- Due to security reasons, we are unable to reset passwords and PINs via e-mail.
Changing Your Campus & Office 365 Password

WSU Password Reset

Please answer your WNGS Express security question.

Question: What is my father’s middle name?

Answer: ___________

Submit Cancel Clear

Note:
- The answers to your security questions are not case sensitive.
- If you are unable to answer your security questions, please contact the CaTS Help Desk at (937) 775-4827 or 1-888-775-4827 for further assistance.
- Due to security reasons, we are unable to reset passwords and PINs via e-mail.
Changing Your Campus & Office 365 Password

WSU Password Reset

Please enter your new password. Scroll down (or maximize the screen) to view password requirements:

New Password: 
Confirm Password: 

In addition to the password requirements below, please remember that your password is case sensitive. If you change your Office 365 password, you must update your mobile devices & email apps with your new password.

- The password length must be 8 to 14 characters
- The password must contain at least one capital letter
- The password must contain at least one of these special characters: 0123456789^!().-_1
- The password must NOT be a previously used password
- The password must NOT use names or common words found in the dictionary
- The password must NOT use the last four digits of your SSN
- The password must NOT use your CAMPUS Account username, your first name, or your last name
- The password must NOT use 3 or more repeated (i.e., aaa or 111) or consecutive (i.e., abc or 123) characters

If you have questions, please contact the CATS Help Desk at (937) 775-4827 or 1-888-775-4827 for further assistance.
Logging in to WINGS

Wright State University

Please log in

CAMPUS Username:

Password:

Log in

Password Management
CatS Help Desk
Learn about Wright State accounts
Changing Your Campus & Office 365 Password

- Pilot – WSU’s learning management system
- WINGS Express – Access grades, registration, financial aid, and more
- Office 365/Email – Access your Wright State email, calendar, Skype for Business, and OneDrive for Business
- Change Password – Change your Campus and Office 365 passwords
- Log Out – Exit WINGS
Office 365

• Email
• Calendar
• OneDrive for Business
• Skype for Business
• Same Password as your Campus Account

outlook.wright.edu
Access Email on Your Phone

• You can access your email on your mobile devices!

• Compatible with iOS, Android, and Windows devices

• For setup instructions, visit: www.wright.edu/node/20906
Other Services
Home Base

- Free virus scans and troubleshooting
- Get advanced technical support
- Windows or Mac operating system upgrades
- Software installations
- Hardware upgrades

www.wright.edu/homebase
Office 365 Pro Plus

• Get Microsoft Office for free!

• Can be installed on up to fifteen devices:
  – Five PC/Mac computers
  – Five mobile devices
  – Five tablets

• [www.wright.edu/office365](http://www.wright.edu/office365)
Atomic Learning

• Offers video tutorials on popular software

• Software includes Microsoft Office, Adobe products, and many more

• www.wright.edu/atomiclearning

• Login with your campus username and password
Wright State App

• Login with your UID and PIN
• Get Wright State news and alerts
• View final grades and check your schedule
• Find campus maps and directory information
• Available for iOS and Android devices

www.wright.edu/wrightstateapp
IT Security

• Information on protecting personal and university sensitive data/resources

• Information relating to laws, policies, and best practices

• Security videos

• www.wright.edu/security
Pilot

• Wright State's learning management system

• For active courses: view class content, grades, submit assignments, and access online evaluations

• To access Pilot:
  – visit pilot.wright.edu
  – click the 'Pilot' icon in the top right menu of WINGS
Wright1 Card Services

• Issued to all new students

• Used for Campus Printing, RaiderCash (which is accepted at many local restaurants, as well as vending machines), and Dining Dollars (used at WSU cafeterias)

• Manage your meal plan and meal swipes

• Check out books from the library

• Access to recreational facilities across campus
Contact CaTS

- **Location:** 025 Library Annex
- **Phone:** (937) 775-4827 or 1-888-775-4827
- **Email:** helpdesk@wright.edu
- **Web:** www.wright.edu/it/
- **Twitter:** @WrightStateIT