New Student Orientation

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>Every 5 Years</td>
<td>WINGS, Pilot, and logging into campus computers, Wright State email, calendar, Skype for Business, OneDrive for Business</td>
</tr>
<tr>
<td>Office 365</td>
<td><a href="mailto:lastname.1@wright.edu">lastname.1@wright.edu</a></td>
<td></td>
<td></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>

*Going away late Fall/early Spring*
WINGS Express

Personal Information
- Change PIN, Security Questions, and Address Information
- Opt-in Emergency Text Messaging

Students
- Register for Classes
- Check grades

wingsexpress.wright.edu
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.

UID: 
PIN: 

Login  Forgot PIN?  Find UID?

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

RELEASE: 8.8.2

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This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one.
PIN Requirements

• The PIN length must be 8 to 14 characters.
• The PIN must contain at least one capital and one lowercase letter.
• The PIN must contain at least one of these numbers: 0 1 2 3 4 5 6 7 8 9
• Do NOT use names or common words in the dictionary.
• Do NOT use the following symbols % # . @ !
• You cannot use a PIN that you have used in the last 365 days.
WINGS Express - Change Security Questions
Required Acknowledgement
Required Acknowledgement
Required Acknowledgement

1) Wright State Student Health Insurance
   Students enrolling in 6 or more credit hours by Sep. 06, 2019 for Fall 2019 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 2019, 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.

Submit the above answers  Return to Menu
Required Acknowledgement

1) Wright State Student Health Insurance
   You **declined** Wright State Student Health Insurance for Fall 2018. If you want insurance, you will need to be enrolled in 6 or more credit hours. Once enrolled then 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 2018, I agree to assume financial responsibility and pay all charges billed to my student account for this term.

   Courses registered on or before and not paid by initial payment due dates for the term are subject to cancellation for non-payment.

   **Initial Due Dates: Fall Semester - August 15th | Spring Semester - December 15th | Summer Semester - April 15th**

   Student accounts must be paid, enrolled in a payment plan, or have sufficient financial aid to pay the remaining balance by the payment due date to avoid cancellation of classes. Cancellation for non-payment will occur prior to the start of the term (3 business days after the payment due date). For more information about payment due dates and late registration fees, please see the [Academic Calendar](#).

([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.**
Looking Up Classes
Looking Up Classes

Advanced Search

Use the selection options to search the class schedule. **You must select at least one Subject, Campus and Part of Term.** You may also choose any combination of other fields to narrow your search. Select Section or Course Search at the bottom of the page when your selection is complete.

Courses are offered in the following formats: Face-to-Face, Fully Online, Mostly online, and Partially online. Select HELP for more information about course delivery.

Select HELP for how to search by course attribute.

<table>
<thead>
<tr>
<th>Subject</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy - ACC</td>
<td></td>
</tr>
<tr>
<td>Aerospace Studies - AES</td>
<td></td>
</tr>
<tr>
<td>Afr/Afr Amer Studies - AF</td>
<td></td>
</tr>
<tr>
<td>American Sign Language - ASL</td>
<td></td>
</tr>
<tr>
<td>Anatomy - ANT</td>
<td></td>
</tr>
<tr>
<td>Anthropology - ATH</td>
<td></td>
</tr>
<tr>
<td>Applied Behavioral Science - ABS</td>
<td></td>
</tr>
<tr>
<td>Applied Studies - APS</td>
<td></td>
</tr>
<tr>
<td>Arabic - AR</td>
<td></td>
</tr>
<tr>
<td>Art - ART</td>
<td></td>
</tr>
</tbody>
</table>

| Course Number: |                                      |
| Credit Range:  | hours to hours |
| Campus:        | Dayton - Lake |

| Course Level:  | Graduate |
| Part of Term:  | 1st half - A  |

| Instructor:    | Abadle, Pascale Agnes   |
| Attribute Type:| Face-to-Face |

Start Time: 00:00  End Time: 00:00
Days: Mon - Sun

Section Search  Reset
• Used for campus & building closures, and other emergencies
Logging in to WINGS

WINGS
- Access your email and calendar
- Find academic resources
- Access to Pilot

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

WSU Password Reset

Please enter your WINGS Express credentials

UID: ____________________________
PIN: ____________________________

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

New Password: [Redacted]
Confirm Password: [Redacted]

Note:
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()_\-$
- 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., aab 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.
WINGS

- Pilot – Access WSU’s learning management system
- WINGS Express – Access grades, registration, financial aid, and more
- Office 365/Email – Access your email/calendar
- Change Password – Change your Campus and Office 365 password
- Log Out – Sign Out and Exit WINGS
Office 365

- Email
- Calendar
- OneDrive for Business
- Skype for Business
- Accessed with your campus account through WINGS
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
Other Services
Phishing Emails

Be aware of:

• Fake job offers
• Unsafe attachments
• Links asking for your personal information
Office 365 ProPlus

• 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)
Home Base

- Free virus scans and troubleshooting
- Advanced technical support at a discount
- Windows or Mac operating system upgrades
- Software installations
- Hardware upgrades

www.wright.edu/homebase
Laptops2Go

• Free laptop checkouts available to all Wright State students!
• Microsoft Office, Adobe Creative Cloud apps, SPSS
• Available through the CaTS Help Desk, 025 Library Annex
• Both PC and Macintosh laptops are available for checkout - up to 4 hours!
• A Wright1 Card and Government Issued ID are required upon first checkout each year
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
Checking Email on Your Phone

- Download the Microsoft Outlook app for free through the App Store or Google Play Store!

- Login with your email, and you’re all set!
Wright1 Card Services

- Issued to all new students
- Used for campus printing, swipe in authentication for CaTS and RaiderConnect walk-up services, 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
Like Working With Computers?

- The CaTS Help Desk will be hiring for Fall Semester!
- Troubleshoot hardware and software issues
- Assist faculty, staff, and students with computer issues
- Flexible hours
- Interested? Email reid.allen@wright.edu with your resume!
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