Introduction to Computing @ WSU

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1 - Account Information

At Wright State University, all users have three different campus accounts, each one providing access to important services such as email and account management. Below you'll find more information about these accounts and how each are used at Wright State. If you are unable to find your account information please contact the CaTS Help Desk at (937) 775-4827 for further assistance.

	University ID (UID)	Campus Account	Office 365
Example	U01234567	w001abc	firstname.lastname@wright.edu
Expiration	Never	Every 180 days	
Used For	WINGS Express (Wright1 Card, Leave Reporting, Pay Info, etc)	WINGS, and logging in to campus computers	Wright State email, calendar, Online Communities and OneDrive
Important Links	wingsexpress.wright.edu	wings.wright.edu	wings.wright.edu (email/calendar icon & password change) or outlook.wright.edu
How to Change Password	1) Go to wingsexpress.wright.edu 2) Enter your UID and click 'Forgot PIN?' 3) Answer your security questions 4) Enter your new PIN 5) Click 'Reset PIN'	*Your Campus and Office 365 Accounts share the same password. Changing or resetting this password will affect your login information for both accounts.* 1. Login to wings.wright.edu 2. Click the 'Change Password' icon 3. Enter your current password 4. Enter your new password 5. Click 'Submit' *After changing your password, you will need to update your mobile devices email apps and information for the 'WSU-Secure' wireless network.* Learn to set up your email on your phone by visiting: wright.edu/information-technology/services/setting-up-your-email-on-your-smart-phone	

2 - Setting up Accounts for First Time Use

Before attempting to use any of your accounts, you should follow the steps below to ensure that your accounts are ready for use. If you have questions about any of these steps, please contact the CaTS Help Desk at 1-888-775-4827.

Step 1: Change Your UID PIN	Step 2: Setup Your Security Questions	Step 3: Change Password for Your Campus and Office 365 Accounts
1) Go to **wingsexpress.wright.edu** 2) Log in with the UID and PIN assigned to you. 3) Click on "Personal Information" 4) Click "Change Your PIN" 5) Enter your old PIN, then a new PIN. 6) Click "Change PIN".	1) Go to **wingsexpress.wright.edu** 2) Log in with the UID and PIN assigned to you. 3) Click on "Personal Information" 4) Click on "Change Security Question". 5) Confirm your PIN 6) Pick a question and then type your answer into the box. 7) Click "Submit".	To change your password for these accounts, follow the steps under the Account Information section above.

3 - Important Systems

WINGS Express

WINGS Express is a service that allows faculty and staff to access personal information at Wright State University, including pay information and grade entering. You can access WINGS Express by logging in to WINGS, then clicking the WINGS Express icon in the top right corner, or by entering your UID and PIN at wingsexpress.wright.edu.

Services include:

- Wright State Alerts
- Parking
- Updating personal information
- Timecard entry
- And so much more!

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. Visit WINGS at the following location: wings.wright.edu.

Office 365

Office 365 is WSU's email and calendar service, powered by the Microsoft Office 365 technology platform. All faculty and staff have an Office 365 account, which includes 50 GB of email space. You can access Office 365 by logging in to WINGS and clicking on the "Email" link. Alternately, you can visit outlook.wright.edu and login with your Office 365 username and password (your password is the same as your campus account).

Important Tip! To setup your Wright State email on your smartphone, visit: wright.edu/information-technology/services/setting-up-your-email-on-your-smart-phone.
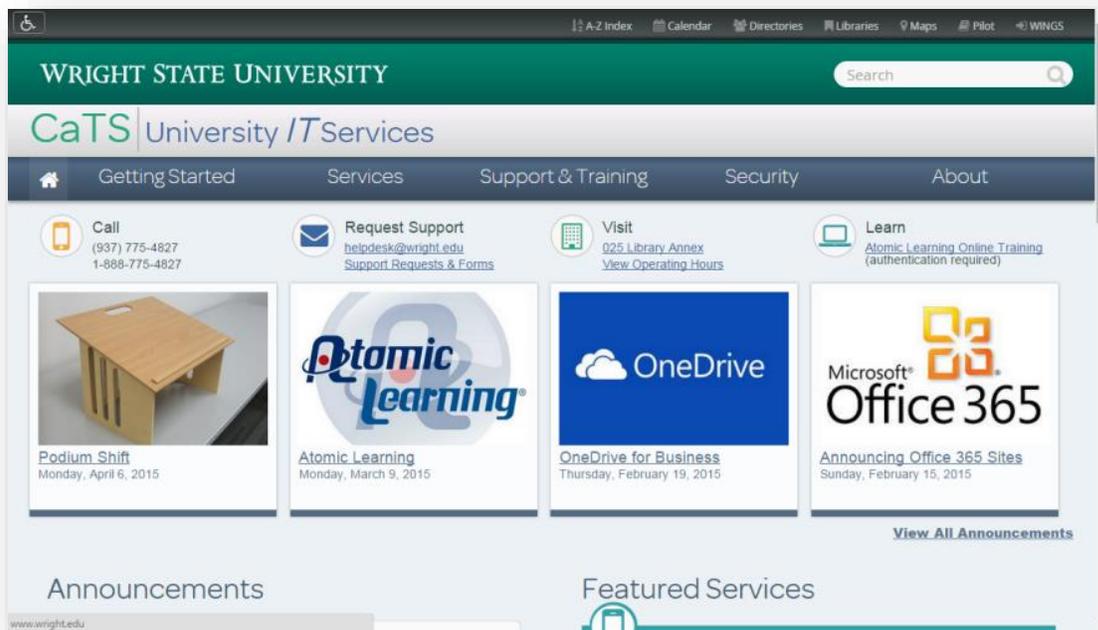
Official WSU Email Policy: There is an increasing reliance on electronic communication among students, faculty, staff and administration at Wright State University. Because of this reliance and the acceptance of electronic communication, email is considered the official means for communication. The University will send official

communications via email and expects that those communications will be received and read in a timely fashion. Students are expected to check their official email address frequently to stay current with university communications.
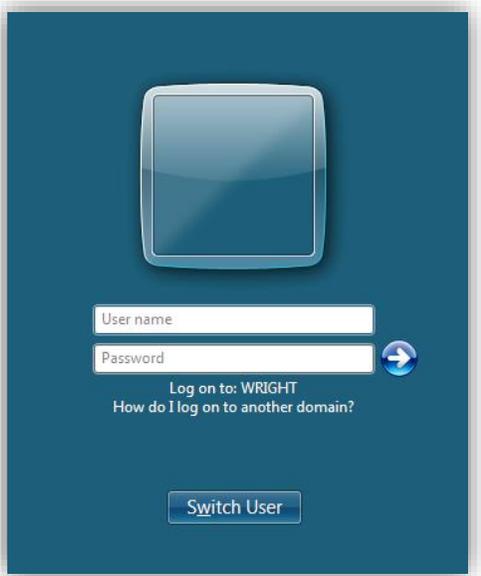
4 - CaTS Website

The CaTS website, located at wright.edu/it has many useful resources, including:

- Getting Started for Staff: located at wright.edu/information-technology/services, which introduces our services and gives important account information
- Atomic Learning: located at wright.edu/information-technology/training/atomic-learning, which has free training for the latest in software technology
- Security videos: located at wright.edu/security/train/, which shows you the best practices to ensure your technology is safe from phishing scams and other threats

5 - Logging into the Campus Network

Wright State University uses Microsoft Active Directory for our file storage and printing network infrastructure. The screenshot below shows what the login screen should look like when you turn on your computer. To log in, type in your campus "w" username and password and click the blue arrow.

6 - Network Drives

	Active Directory	Description
H:/ Drive	5 GB	Personal network storage
K:/ Drive	Dependent on department	Shared departmental drive

7 - VPN (Virtual Private Network) Software

The AnyConnect VPN from Cisco allows authorized users to securely connect to the WSU data network from the campus wireless network or from off campus using various commercial Internet Service Providers (ISPs). Using AnyConnect, wireless and remote users are connected to the university's internal network as if they were directly connected to the campus network. This allows WSU wireless and remote users to access servers and other devices restricted to WSU network users. In addition, a VPN connection allows the user to access all network files (Home H:\ and shared drives K:\). To learn more about VPN software or to download it for your computer, please visit the CaTS VPN site, located at wright.edu/information-technology/security/virtual-private-networks-software-overview.

8 - Accessing Your Network Files from Home

If you want to access your personal and departmental files from off-campus you must use the university's VPN connection. This connection allows you to securely connect to the WSU data network to access your files stored on your network drives. In order to use the connection you will be required to install the university's VPN software on your computer and use it to connect to your files.

For instructions on how to download, install, and use the VPN client, please visit the following website: wright.edu/information-technology/security/access-your-network-files-from-your-home-computer. You will need to click on the link for "Use VPN Software on Your PC or Macintosh" to start the process.

After downloading and installing the software, re-visit the above listed website and click on the "Access Your Network Files from Your Home Computer".

9 - Information Technology (IT) Security

IT security has become an integral part of the worldwide computing environment, and keeping computers, networks, and data safe is of utmost importance. In keeping with this trend, CaTS has created a security website that houses a wealth of information regarding IT security.
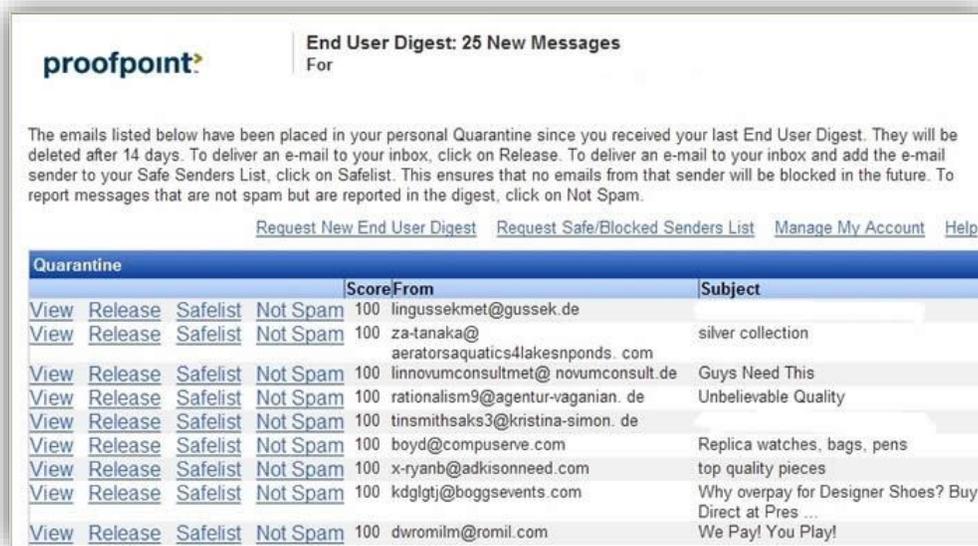
Please visit wright.edu/information-technology/security/do-it-wright/overview to review this information. You can also view a short security videos at the following website: http://www.wright.edu/security/train/

Information to Remember

- Downloading and installing security updates are crucial when defending against viruses and other computer oriented attacks
- Never allow another person to use your computer account
- Close and lock your door whenever you leave your office
- Use a password protected screensaver
- Lock your workstation whenever you leave for any amount of time

10 - Anti-spam Utility

Unsolicited commercial email, also known as spam, has become an increasing problem at WSU. To reduce the amount of time involved with managing spam, CaTS offers a spam filtering service for faculty, staff, and students. The service is currently available to all users with CaTS based email accounts (addresses ending in @wright.edu). Instructions for using the utility can be found at: wright.edu/information-technology/security/anti-spam-service. The screenshot below shows the new End User Digest, a way to see all the spam that the filter has blocked for your account.

11 - Home Base Services

Home Base offers advanced technical support to help you resolve the most common software issues including operating system upgrades and advanced virus/spyware removal. Payment for Home Base services must be made using RaiderCash on your Wright1 Card. Home Base is located just down the hall from the Help Desk in 032 Dunbar Library.

12 - Software Discounts

Wright State University has a special licensing agreement with Microsoft and Apple that allows the distribution of a broad range of Microsoft and Apple software to employees. Personal software can be purchased at https://wright.onthehub.com/. To see a list of all available titles or to read more about software licensing at the university, visit www.wright.edu/software/.

13 - 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 wright.edu/information-technology/training/atomic-learning. You'll need to login with your "w" campus username and password to access the site.

14 - Emergency Alert Text Messaging

The Emergency Text Messaging service provides you with free notifications about closings, delays or reports of crime at Wright State. Sign up through the 'Personal Information' tab on WINGS Express.

15 - The Wright State App

The Wright State App ensures you are always in the loop about what's going on around campus. With this app, available for iOS and Android devices, you can access campus notifications, maps, directories, social media and much more. You can download it for free from the Apple App Store or Google Play. For more information about the app, visit wright.edu/information-technology/services/wright-state-app.

16 - CaTS Resources

Resource	Web Location
CaTS Website	wright.edu/information-technology/
WINGS	wings.wright.edu
WINGS Express Support	wright.edu/information-technology/support-and-training/wings-express-support
IT Security	wright.edu/security/
Online Training	wright.edu/information-technology/support-and-training
Online Documentation	wright.edu/information-technology/support-and-training/guides-and-resources
Online Forms	wright.edu/information-technology/support-and-training/forms
Computer Lab Schedules	wright.edu/information-technology/services/computer-labs
Anti-Spam Software	wright.edu/information-technology/security/anti-spam-service
CaTS Blog	wright.edu/information-technology/about/blog
Free Software	wright.edu/information-technology/services/free-software-connectwright

17 - Contact CaTS

Contact the CaTS Help Desk for all of your campus computing needs. Here's our information:
Phone: (937) 775-4827 or 1-888-775-4827
Email: helpdesk@wright.edu
Twitter: @WrightStateIT
Location: 025 Library Annex (basement of Dunbar Library)

Updated 5/11/2016