



# New Student Orientation

CaTS



WRIGHT STATE  
UNIVERSITY

# Our Mission

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

# Wright State Accounts

Account	Example	Expiration	Used For
<b>Campus Account</b>	w000abc	<b>Every 5 Years</b>	WINGS, Pilot, and logging in to campus computers, Wright State email, calendar, Skype for Business, OneDrive for Business
<b>Office 365</b>	<a href="mailto:lastname.1@wright.edu">lastname.1@wright.edu</a>		
<b>University ID (UID)</b> *Going away late Fall/early Spring*	U01234567	<b>Never</b>	WINGS Express (grades, registration, financial aid)

# WINGS Express

## WRIGHT STATE UNIVERSITY

[HELP](#) | [EXIT](#)

[For help, visit the WINGS Resource Center](#)

### 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:

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

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## Personal Information

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

## Students

- Register for Classes
- Check grades

[wingsexpress.wright.edu](http://wingsexpress.wright.edu)

## WINGS Express-Forgot PIN Tool

### WRIGHT STATE UNIVERSITY

[HELP](#) | [EXIT](#)

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# 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

**WRIGHT STATE UNIVERSITY**

[Personal Information](#) [Alumni and Friends](#) [Student and Financial Aid](#) [Advisor](#) [Employee](#)

Search

**Personal Information**

[Answer a Survey](#)  
[Change Security Question](#)  
[View Addresses and Phones](#)  
[Update Addresses and Phones](#)  
[View E-mail Addresses](#)  
[NEW! Update E-mail Addresses](#)  
[Change your PIN](#)  
Need to update your PIN? Change it here.  
[Manage Wright State Alert! - Emergency Notification](#)  
[View Ethnicity and Race](#)  
[Veterans Classifications](#)  
[Disability Status](#)

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## Required Acknowledgement

**WRIGHT STATE UNIVERSITY**

[Personal Information](#) [Alumni and Friends](#) [Student and Financial Aid](#) [Advisor](#) [Employee](#)

Search

**Main Menu**

**Personal Information**  
Update addresses, contact information, change your PIN and security question, opt-in text message.

**Student and Financial Aid**  
Admission Application Summary, Registration, Grades, Billing, Financial Aid, Wright1 Card and Meal Plan Services.

**Advisor**  
Review and enter student information.

**Employee**  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data, Wright1 Card and Meal Plan Services.

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## Required Acknowledgement

**WRIGHT STATE UNIVERSITY**

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Search

**Student and Financial Aid**

[Admissions](#)  
Review applications.

**[Registration & Records](#)**  
Check your registration status, class schedule, grades, DARS and add or drop classes.

[Student Fees](#)  
Student Account Options, Waive Optional Services, Form 1098-T.

[Financial Aid and Scholarships](#)  
Track FAFSA status, request Summer aid and approve your awards.

[Parking Services](#)  
Order your parking permit, pay citations and update your vehicle information.

[Wright1 Card and Meal Plan Services](#)  
Update and purchase Meal Plans, make Wright1 Card deposits, check card balances and report card lost or stolen.

[Housing Services](#)  
Your housing account information.

[Student Proxy Access](#)  
Create and maintain third party access to your information with Proxy Access. This includes granting access to third parties (i.e. parent or spouse).

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## Required Acknowledgement

### WRIGHT STATE UNIVERSITY

[Personal Information](#)[Alumni and Friends](#)[Student and Financial Aid](#)[Advisor](#)[Employee](#)

Search

### Registration & Records

#### Select Term

List of terms used with services below.

#### Registration Status

Information which affects your registration.

#### View Holds

Current holds on your student record.

#### Look Up Classes

Look up classes to add.

#### Add or Drop Classes

Student Registration.

#### Required Acknowledgment

Health Insurance and Financial Responsibilities.

#### Schedule Planner

Plan your schedule of classes.

#### Withdrawal Information

Title IV Withdrawal Information.

#### Active Registration

Your active classes that have not been graded.

#### Registration History

Your registration activity, regardless of status or term.

#### Request Official Academic Transcript

Request your official transcript.

#### View Student Information

Your curriculum, classification, fee rate and more.

#### Printable Schedule

Student schedule in printable form.

#### Student Detail Schedule

Your registered classes.

#### Week at a Glance

Lists your classes in day and time format.

#### Dayton Campus - [ [Textbook Information](#) ] [ [Order Books](#) ]

Dayton Campus bookstore online.

#### Lake Campus - [ [Textbook Information](#) ] [ [Order Books](#) ]

Lake Campus bookstore online.

#### Final Grades

For all terms which you have graded courses in academic history.

#### Unofficial Academic Transcript (Advising Report)

Review an unofficial copy of your transcript.

## Required Acknowledgement

**WRIGHT STATE UNIVERSITY**

[Personal Information](#) [Alumni and Friends](#) [Student and Financial Aid](#) [Advisor](#) [Employee](#)

Search

**Registration Term**

**Select a Term:**  ▼

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## Required Acknowledgement

### Required Acknowledgment

#### 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.

## Required Acknowledgement

[Personal Information](#) [Alumni and Friends](#) **[Student and Financial Aid](#)** [Employee](#)

Search

### Required Acknowledgment

#### 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.**

[Return to Menu](#)

## Looking Up Classes

### WRIGHT STATE UNIVERSITY

[Personal Information](#)[Alumni and Friends](#)[Student and Financial Aid](#)[Advisor](#)[Employee](#)

Search

### Registration & Records

Select Term  
List of terms used with services below.

Registration Status  
Information which affects your registration.

View Holds  
Current holds on your student record.

**Look Up Classes**  
Look up classes to add.

Add or Drop Classes  
Student Registration.

Required Acknowledgment  
Health Insurance and Financial Responsibilities.

View Student Information  
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Printable Schedule  
Student schedule in printable form.

Student Detail Schedule  
Your registered classes.

Week at a Glance  
Lists your classes in day and time format.

Dayton Campus - [ [Textbook Information](#) ] [ [Order Books](#) ]  
Dayton Campus bookstore online.

Lake Campus - [ [Textbook Information](#) ] [ [Order Books](#) ]  
Lake Campus bookstore online.


## Looking Up Classes

### Advanced Search

U00597108 Catherine M. Anderson

Fall 2018

May 10, 2018 04:53 pm

 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.

Subject:	<div>Accountancy - ACC Aerospace Studies - AES Afr /Afr Amer Studies - AFS American Sign Language - ASL Anatomy - ANT Anthropology - ATH Applied Behavioral Science - ABS Applied Studies - APS Arabic - ARA Art - ART</div>		
Course Number:	<input type="text"/>		
Title:	<input type="text"/>		
Credit Range:	<input type="text"/>	hours to	<input type="text"/> hours
Campus:	<div>Dayton Lake</div>		
Course Level:	<div>All Graduate Undergraduate</div>		
Part of Term:	<div>All Terms 1st half - A 2nd half - B</div>		
Instructor:	<div>All Abadie, Pascale Agnes Abas, Mohamed</div>		
Attribute Type:	<div>All Face-to-Face Fully Online/No Set Meet Time</div>		
Start Time:	Hour <input type="text" value="00"/>	Minute <input type="text" value="00"/>	am/pm <input type="text" value="am"/>
End Time:	Hour <input type="text" value="00"/>	Minute <input type="text" value="00"/>	am/pm <input type="text" value="am"/>
Days:	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		
<div>Section Search Reset</div>			

## Emergency Notifications

**WRIGHT STATE UNIVERSITY**

[Personal Information](#) [Alumni and Friends](#) [Student and Financial Aid](#) [Advisor](#) [Employee](#)

Search

**Personal Information**

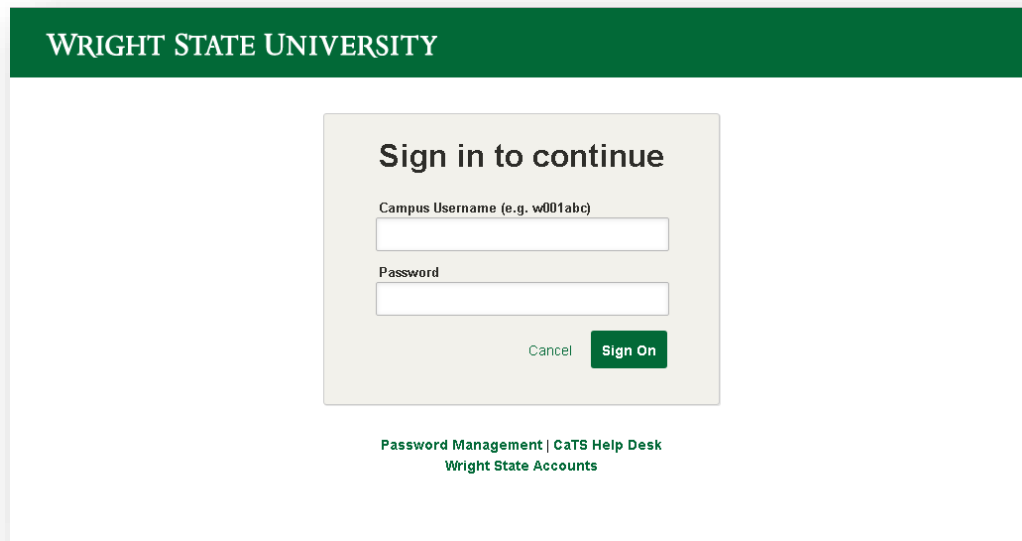
[Answer a Survey](#)  
[Change Security Question](#)  
[View Addresses and Phones](#)  
[Update Addresses and Phones](#)  
[View E-mail Addresses](#)  
**NEW!** [Update E-mail Addresses](#)  
[Change your PIN](#)  
Need to update your PIN? [Change it here.](#)  
**[Manage Wright State Alert! - Emergency Notification](#)**  
[View Ethnicity and Race](#)  
[Veterans Classifications](#)  
[Disability Status](#)

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- Used for campus & building closures, and other emergencies

## Logging in to WINGS



The screenshot shows the Wright State University WINGS login interface. At the top is a green header with the text "WRIGHT STATE UNIVERSITY". Below this is a white box containing a "Sign in to continue" prompt. Under the prompt are two input fields: "Campus Username (e.g. w001abc)" and "Password". To the right of the password field is a green "Sign On" button, and to the left is a "Cancel" link. At the bottom of the white box, there are links for "Password Management | CaTS Help Desk" and "Wright State Accounts".

WRIGHT STATE UNIVERSITY

**Sign in to continue**

Campus Username (e.g. w001abc)

Password

[Cancel](#) **Sign On**

[Password Management | CaTS Help Desk](#)  
[Wright State Accounts](#)

### WINGS

- Access your email and calendar
  - Find academic resources
  - Access to Pilot
- [wings.wright.edu](https://wings.wright.edu)

## Changing Your Campus & Office 365 Password

WRIGHT STATE UNIVERSITY

Sign in to continue

Campus Username (e.g. w001abc)


Password

[Cancel](#) [Sign On](#)

Password Management

[CaTS Help Desk](#)  
Wright State Accounts

## Changing Your Campus & Office 365 Password

  
WRIGHT STATE  
UNIVERSITY

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:**

**Confirm Password:**

Optionally, choose your password from the following list:

iaRampfi3

Ithomina2

sLeraTio6

Re-Generate

Submit

Cancel

Clear

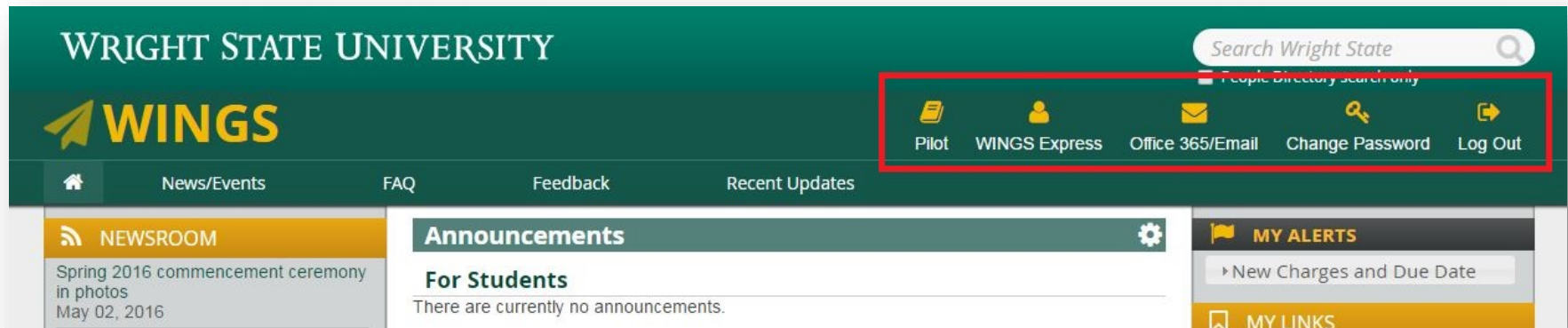
**Note:**

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., aaa or 111) or consecutive (i.e., abc or 123) characters

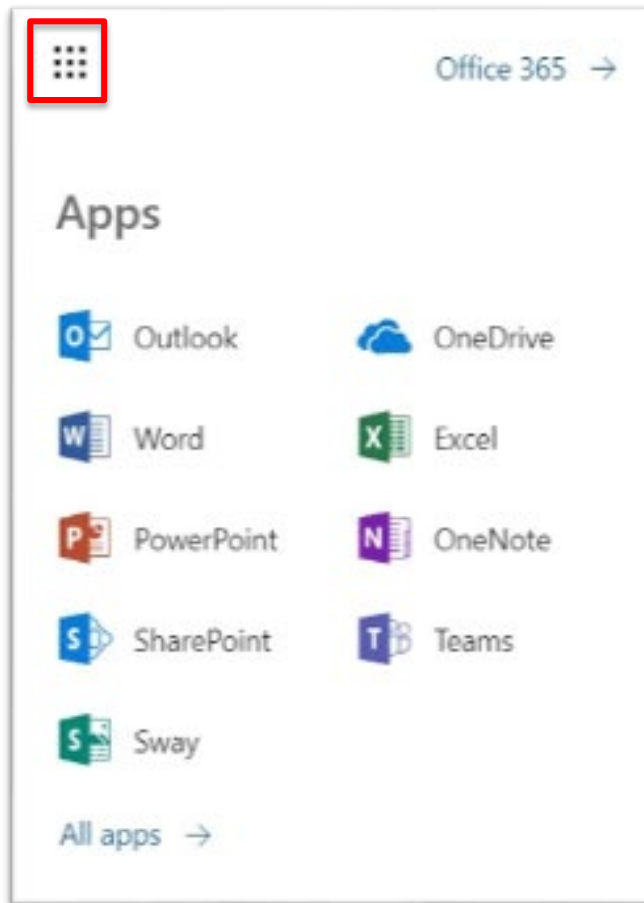
If you have questions, please contact the CaTS Help Desk at (937) 775-4827 or 1-888-775-4827 for further assistance.

## 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

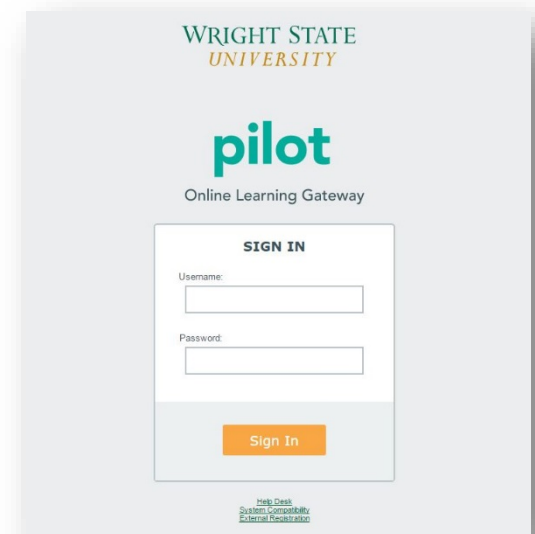


### Office 365

- 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](https://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

### Wright Email Misuse Violation

Today at 6:15 PM

Hey,  
Your account recently violated our terms and agreement. we flagged your account due to unknown login activity from a different device. your account will be blocked in 24 hours. kindly sign in below to unblock.

[SIGN IN HERE](#)

[CAUTION POSSIBLE PHISHING ATTEMPT] Re: I have deposit the payment



1373@wright.edu <prueba@fie.umich.mx>

Tue 6/27/2017 11:08 AM



Reply | v



payment slip.pdf  
19 KB



Download Save to OneDrive - Wright State University

I have deposit the payment, Kindly view the attached and login through the secured email serv

Regards  
Financial Accountant

## 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](http://www.wright.edu/homebase)

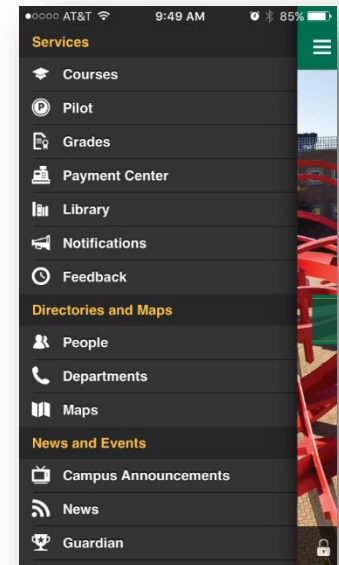


## Laptops2Go

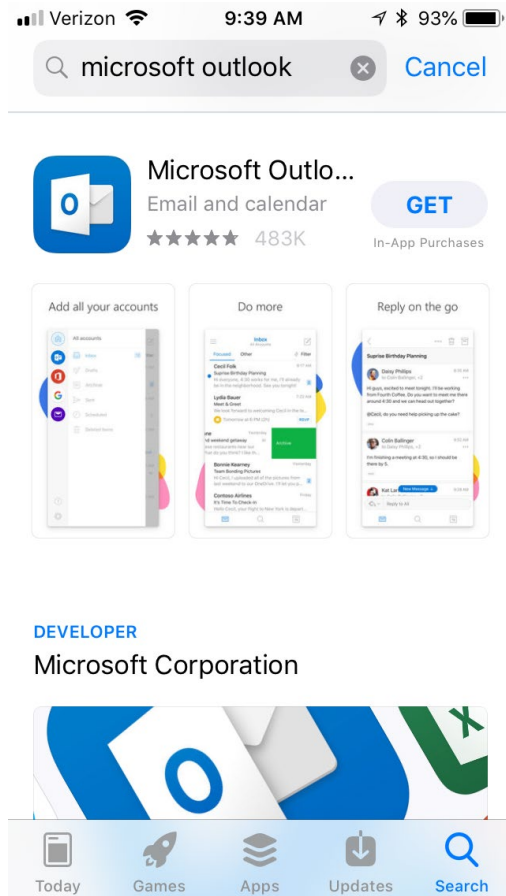
- Free laptop checkouts available to all Wright State students!
- Microsoft Office, Adobe Creative Cloud apps, SPSS
- Available through the CaTS Help Desk, 025 Library Annex
- Both PC and Macintosh laptops are available for checkout - up to 4 hours!
- A Wright1 Card and Government Issued ID are required 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](http://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

# Contact CaTS

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



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