

WICHITA STATE UNIVERSITY  
**COLLEGE OF HEALTH PROFESSION**

# New Faculty & Staff Orientation Guide

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## Guide to setting new employee computer user accounts

**Created by:**  
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This guide should serve as a resource to new employees that need assistance with setting up their user accounts. This guide will help new employees find the support they need in order to properly establish any of these accounts on the university systems. Please use this to help new employees get started here in the College of Health Professions, and to help them find out the proper procedures for setting up the following accounts office computers, myWSU, phone and voicemail, email, Blackboard courses, and network drives. This guide also provides contact information for seeking support for the listed accounts.

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# Welcome Introduction to New Faculty & Staff

Welcome new faculty and staff! This guide will provide you with the support and resources you need to get started here in the College of Health Professions.

Once you finish your paperwork with HR and the university has completely registered your employee account in the university system you will need to make arrangements to get a WSU Shocker photo ID prior to setting up any other accounts with the university. This process takes a couple of days depending on how soon HR receives required information from the department that hires you; to approximate, anywhere from 3-4 days. After you receive your MyWSU ID card, you will use this ID to sign-up for any other accounts.

**IMPORTANT** - You will not be able to access or setup any of your university accounts until you get your MyWSU ID.

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## Office Computer Setup

In order to connect to the internet and for your computer to be recognized on the university network, a computer account will need to be setup and granted access. Contact your department chair or administrator to make these arrangements.

*Note to department designee:* Contact the University Computing Help Desk, x4357 to request a computer account and email account on the university network. Then fill-out a CHP Technology Help request to connect employee computer to the “AD” domain and to configure employee’s email.

*Login to your computer:*

1. Username: lastname
2. Password: your computer password
3. Domain: **AD**

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## WSU Single Sign-on Portal: MyWSU website

MyWSU is the university's single sign-on portal to access **Banner**, **Blackboard** and other university resources & tools. This means you will use one username and password for all accounts once logged in. New faculty and staff will need to create a new password here so that they can access this portal.

*Login to MyWSU:*

1. Login: [www.wichita.edu/thisis/](http://www.wichita.edu/thisis/)
2. Click **Log in to myWSU: Faculty, staff, and current students**
3. Type your **myWSU ID** (located on your Shocker Card)
4. Password would be the one you create for yourself by going to **Manage your password** on this login page.
5. Once you created a password go back to login page and type in your **myWSU ID** and **Password**

**Important Note:** This MyWSU portal will be the location to change ALL passwords. Example: Your computer, email, Blackboard and other passwords can be changed here.

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## Phone & Voicemail Setup

Before you can access voicemail your department will need to have the phone reset. Contact your department chair or administrator to make these arrangements.

Note to department designee: Call telecommunications, x3535, and request the phone to be reset. They will need the current phone number to reset correctly. Once the phone is reset, employee can set-up their voicemail.

The university uses a voicemail system that can be checked using your phone or accessing your voicemail online.

### ***Access Voicemail from desk:***

1. Dial: x8558
2. Password: (initial password is 8), then press #
3. Follow the prompts to listen to voicemail and record voicemail.

### ***For more details, on setup, changing password & checking voicemail***

4. Go to: [www.wichita.edu/ucats](http://www.wichita.edu/ucats) , click "WSU Voicemail"
5. Click PDFs links to view/print instructions.

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## Email Account Setup

Note to department designee: Contact Marguerite Schmidt, x3901 to request an email account on the university network and request employee to be added to the appropriate email distribution lists. Then fill-out a CHP Technology Help request to connect and configure employee's email.

You may request to receive Outlook training, but this is not required. Make your request to Marguerite Schmidt x3901.

### **Logging into email account:**

To log-in to email:

1. **PC users** - Click the *Microsoft Office Outlook* icon on your desktop computer in your office.  
**Mac users** - Click the *Entourage* icon on your desktop computer in your office.
2. **OR access email online at:** [owa.wichita.edu](http://owa.wichita.edu)
3. Login using your:  
**User name:** ad\123z987 (your ad\myWSUID)  
**Password:** same as your myWSU password
4. **Done!**

\*Your Email account is: [Firstname.Lastname@wichita.edu](mailto:Firstname.Lastname@wichita.edu)

1. Go to: [www.wichita.edu/ucats](http://www.wichita.edu/ucats) to get more information on faculty email accounts.
2. Click "Services Requested", click "**Online Services**", and click "**Email Account**".

\*This is the most common email format, but this may not be the same for individuals with the same name.

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## Courses Setup

New faculty teaching in Blackboard will need to make sure they are signed up with the Registrar's Office as the instructor for the course numbers they are teaching. This can be done either by contacting the Chair of your Department or directly contacting Nancy in Registrar's Office, x3090. Once the Registrar's Office has setup your instructor and course(s) information in Banner, then you will have \*access to your Blackboard courses.

\*Please see information below regarding Blackboard course availability schedule.

### ***Login and access Blackboard courses:***

1. Login to MyWSU: [www.wichita.edu/thisis/](http://www.wichita.edu/thisis/)
2. Click **Faculty/Staff Resources tab**
3. Under the **Administrative Tools** click **Blackboard link**

For Mac users: Use Mozillia Firefox browser to view Blackboard for best performance. *Safari Internet Browser has errors.*

For PC users: Use IE (Internet Explorer) or Mozilla Firefox to view Blackboard for best performance.

### ***When can I start developing my course?***

Blackboard Availability Schedule:

- New semester Blackboard courses become available to instructors (21 calendar days) prior to the first day of class.
- You can request a "Development Course" ahead if you want to start developing your course earlier than the (21 days).
- To request a "Development Course" go to: [www.wichita.edu/elearning](http://www.wichita.edu/elearning), then click "Help Request" or email [blackboard.support@wichita.edu](mailto:blackboard.support@wichita.edu)

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## Network Drive Space

**Personal Network Drive** - Once your computer has been setup and connected to the AD domain network you will be given access to a personal drive space that will allow you to save your documents and other files to this drive space so that you can access these files from any computer on campus that is connected to this domain. This will also create a systematical back up of your files in case your computer becomes damaged, fails, or is stolen.

**Departmental Network Drive** - You will be given access to your departmental drive space to enable you to share files and documents with other employees in your department.




**College Network Drive** - You will also have access to the college drive space, this will give you access and the ability to share documents that are used by the entire college.

### **To locate these network drives:**

1. Open “**MyComputer**” on desktop
2. Find the section that reads “*Network Drives*”
3. There should be a list of several drives that have a letter and a name assigned to them.
4. **\*Personal drive** – reads your MyWSU id number... and a letter (P:)
5. **\*Department drive** – reads department abbreviation Shared... and a letter (R:)
6. **\*College drive** – reads CHPShared...and a letter (S:)

### **Network Drives**

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-  F269a457 on 'ad.wichita.edu\chp' (P:) ← Your personal network drive (\*1GB initial space)
-  CHPDean on 'ad.wichita.edu\chp' (R:) ← Department network drive
-  chpshare on 'ad.wichita.edu\chp' (S:) ← College network drive

\*Initial quota for all personal network drives is 1GB. You and your administrator will be notified through email once you are close to meeting this quota. This quota may be increased upon individual request. Please contact [donny.davis@wichita.edu](mailto:donny.davis@wichita.edu)

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## Need to Know: University & College Websites

### *University Websites*

- *WSU Phone Directory:* [www.wichita.edu](http://www.wichita.edu) , click “**People**” or “**Departments**” on the right under Directories
- *Getting Started with MyWSU:* [www.wichita.edu](http://www.wichita.edu) , click “**Login to myWSU: Faculty, staff and students**” then click “**New to myWSU**”
- *Media Resource Center’s (MRC) Elearning Resource Hub service:* [www.wichita.edu/elearning](http://www.wichita.edu/elearning)

### *College Websites:*

- *CHP website:* [www.wichita.edu/chp](http://www.wichita.edu/chp)
- *CHP Instructional Technology Resources:* [www.wichita.edu/chptechnology](http://www.wichita.edu/chptechnology) for: 1) how to guides, 2) resources and 3) workshops on the latest technologies
- *Request equipment or software help:* [www.wichita.edu/chp\\_help](http://www.wichita.edu/chp_help)
- *To Request or find CHP Blackboard Support and Resources:* [www.wichita.edu/chpblackboard](http://www.wichita.edu/chpblackboard)

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## Support & Contact Information

### **CHP Technical Support:**

- Go to: [www.wichita.edu/chp\\_help](http://www.wichita.edu/chp_help) (chp\_help)

### **University Technical Support:**

- UCATS Help desk: (316) 978- 4357[or dial help]
- [www.wichita.edu/ucats](http://www.wichita.edu/ucats)

### **University MAC Support:**

- UCATS Help desk: (316) 978- 4357[or dial help]
- Justin Beek at (x3294) or Shadi Tafaraji at (x3602)

### **CHP Blackboard Support:**

- Go to: [www.wichita.edu/chp\\_help](http://www.wichita.edu/chp_help)
- For CHP Blackboard Support: [www.wichita.edu/chpblackboard](http://www.wichita.edu/chpblackboard)
- Email: [chpedtech@wichita.edu](mailto:chpedtech@wichita.edu)

### **University Blackboard Support:**

- Go to: Media Resource Center's (MRC) Elearning Resource Hub service: [www.wichita.edu/elearning](http://www.wichita.edu/elearning)
- Email: [blackboard.help@wichita.edu](mailto:blackboard.help@wichita.edu)
- Blackboard System Administrator: (316)978-7759