

Getting Started for Faculty/Staff

Listed below is a brief introduction to many of the technology resources at Worcester State University. For additional information (including detailed reference guides), visit the **Information Technologies' website** at <http://it.worcester.edu>. **Another important site is Community System/Blackboard** at <http://community.worcester.edu>.

WSU Username and Password – Your WSU Network Use Account will automatically be created. New employee information is entered into our Colleague (SID/SIS) database by the Human Resources/Payroll. Within 24 hours, this information will be used to generate a user account which you will need to access any of the Worcester State University systems including Community System/Blackboard, WSU GMail, WebAdvisor, our campus computer network etc.. New faculty and staff members can obtain your WSU User/Pass info one of 2 ways 1) online via to <https://Community.worcester.edu> (Follow the instructions under WSU Network Password Reset or 2) In-Person – bring your WSU OneCard ID to the IT Help Desk (LRC310). **Note:** We cannot provide this information over the phone or via email.

Worcester State University Community System - This portal will enable you to access campus resources, such as WSU GMail, Web Advisor, and the Blackboard Learning Management System "LMS", by logging into a single interface. The Community System can be accessed by entering the following URL into a browser <http://community.worcester.edu>.

Blackboard is our online learning management system. Blackboard course shells are created automatically for each course taught on campus and can be accessed by logging into Community System. Links to course shells appear under "My Courses" on the Fac/Staff or Student Central tabs. For an Instructional Guides, please visit <http://it.worcester.edu> > Blackboard LMS.

WSU GMail is the supported email for faculty, staff, and students. It provides email (7+gb), calendar, Sites (for content management), Documents (1gb+ of network storage), as well as additional Google applications. For Instructional Guides and tutorials offered by Google, go to <http://www.google.com/support/a/worcester.edu/>.

WebAdvisor is an application that offers course lookup, obtain class schedules, rosters, mid-term & final grade input, advising, and students to register for courses online. Note that, online registration occurs during specified time periods. WebAdvisor can be accessed from Community System. For Instructional Guides visit <http://it.worcester.edu> > WebAdvisor.

Network Data Storage is provided to faculty and staff members in 2 locations. **1)** Faculty and Staff have 500mb of storage available at **\\wscfile3 network drive (i.e. Z:\)** This network drive (storage) is available when using a computer that is **on** the campus domain (or virtually connected via **VPN** software). To locate your Z: network drive, right click on Start button, then left click Explore (or Open Windows Explorer if using Windows 7). Next, locate your *username*\$ (wscfile3) (Z:) drive and click on the drive icon to view its contents. This storage is backed up nightly. **2)** An **additional 7 gigabytes** of storage is available via your GMail account and 1gb is available via GMail Documents.. **All users are encouraged not to use the storage on their local hard drive. Data stored locally is not backed up.** Additionally confidential data should **never** be stored on a local hard drive for security reasons.

For all Information Technologies support please use the WebForm at <http://it.worcester.edu> or contact us at 508.929.8856.