WSU Account
Set-up & eLearning
Resources

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The Education & Technology Support Unit assists faculty, staff and students with educational technologies within the curriculum.

- Course Materials (PPTs, quizzes, lecture notes, images)
- Blackboard
- Interactive Lectures
- Virtual Microscopy
WSU ACCOUNTS

- You have 2 independent/ separate accounts to access your WSU email and other web-based tools.

1. **SOM User ID** *(jdoe)* & Password (distributed in letter before session).

2. **WSU Access ID** *(ab1234@wayne.edu)* & Password (came by mail after applying to WSU).
1. SOM User ID **JDOE** and password

- Open & review your letter distributed before this session.

- Login to the computer with your SOM User ID (jsmith) & the temporary password that is also included in the letter.

- The *password is case sensitive*, IF you have three unsuccessful login attempts you will get temporarily locked out.

- If you get locked out or have questions, please raise your hand. (someone will come to assist you).

- Locked out or have technical questions after the session?
  - Account will auto-unlock after 15 minutes
  - Contact MSIS (313) 577-1527 helpdesk@med.wayne.edu
1. SOM User ID **jDOE** and Password

- After you log-in and the computer starts to load, Select *Ctrl+Alt+Delete* from keyboard
- From dialogue box > Choose *Change Password*
- Type in the temporary password *(from your letter)* and type in a new secure password

*What are the password security requirements?*
SECURE Password Requirements

- Must be at least six characters long
- Can’t contain your SOM user ID or any part of your full name
- Must contain elements from 3 of the 4 following types of characters:
  1. Upper case letters
  2. Lower case letters
  3. Numbers
  4. Special Symbols

*SOM User ID password will expire every 180 days*
To change your SOM User ID Password when not on the SOM Network and/or Set-up A Password Challenge Phrase & Answer:

- Go to: [http://directory.med.wayne.edu/](http://directory.med.wayne.edu/)

- Select SOM User Directory (left hand menu)

- Login with your SOM User ID (jdoe) & password you just created.

- To change your Password > Select the "Change Password" button located at the top of the page.

- Type in Old password > New password > Confirm new password > Click OK
To Setup A Challenge Phrase and Response:

- Go to: http://directory.med.wayne.edu/

- Select SOM User Directory (left hand menu)

- Login with your SOM User ID (jdoe) & password you just created

- Scroll to the bottom of page & select Change Password Challenge Phrase and Response

- Select your Password Challenge Phrase

- Type in Password Challenge Answer > Click the Submit Change button to confirm

MSIS requires your that your Challenge Phrase and Response is set-up to reset your password/ unlock your account over the phone.
SOM User ID **JDOE** and Password

YOU will need your SOM User ID to access:

- SOM student computers (MD Labs, Mazurek Computer Labs)
- SOM Streaming Media
- SOM Wi-Fi (WSUPG-SECURE)
- MYSOM: Official Grades (will get an email from Administration)
- uReserve: SOM Room Reservation System
YOU will need your **SOM User ID to access**:

**SOM Computers**

- *To login to the SOM computers* (MD Labs, Mazurek Classrooms) you must use your SOM User ID.

- You can temporarily save working files to the desktop, but you should *always* save to a personal OneDrive or USB storage device.

- Student computers will log-off after 15 minutes of inactivity.
YOU will need your **SOM User ID** to access:

PaperCut - SOM Print Management Software
(load automatically with student profile after login).

- PaperCut is available on ALL MD labs and Mazurek Computer Labs.
- It allows easy printing & tracking services of individual student printing budgets.

**PaperCut Issues or Questions?**
**Contact Scott Nelsen of CTS (Lab Coordinator)**
snelsen@med.wayne.edu
(313) 577-1431
YOU will need your **SOM User ID to access**:

**PaperCut - SOM Print Management Software**

- Every SOM student is budgeted 1200 pages of printing (1 cent per side).

- Each printed page over 1200 is an additional 1 cent.

- More pages can be purchased (24 hour turn-around time required for balance increase).

- You can purchase additional pages through Conjoint (Check Only):
  - Conjoint Teaching Services, Room 2361 of Scott Hall

CTS
YOU will need your **SOM User ID** to access:

**PaperCut - SOM Print Management Software**
(loads automatically from login with individual student profile).

- After computer login (SOM User ID), you can hover over the PaperCut icon that is found on on task bar to view the remaining page balance.

- Below page balance, you have the availability to click **Details** for complete print history.
QUICK TIP: HELP US HELP YOU!

- Report all computer issues to MSIS as soon as possible!

- Click the "Help" icon/ shortcut on the desktop of the computers, to open a form that will allow you to easily submit the issue to the MSIS Helpdesk for quick reporting & technical resolutions.
YOU will need your **SOM User ID** to access:

**SOM Streaming Media/ Lectures**

- Most medical school lectures are recorded and made available online at: [http://stream.med.wayne.edu/](http://stream.med.wayne.edu/)

- Lecture videos are posted within 2 hours after conclusion of lecture.

- Some faculty opt-out of recording options and or sessions are not recorded because of subject sensitivity, this will be indicated on the course calendar.

- If there is not a S# or and F# included in the title, IT IS NOT RECORDED!
SOM Streaming Media/ Lectures

There are typically 3 different viewing options:

1. Audio Only

2. Viewing within Browser (Chrome is the Preferred Browser)

3. Viewing within 3rd party media player apps
SOM Streaming Media/ Lectures

1. Audio Only

- You can download MP3 audio:
  - Right click (on pc) or control click (on mac) on the music symbol and select "save link as" to download audio from streaming index.
2. Browser Viewing

- HTML5 player with Flash fallback for non-HTML5 compatible browsers.
- Compatible with most desktop and mobile device browsers (Chrome Preferred).
- Open video by clicking the Chrome Icon from the Streaming Media Index.
- In Chrome, Firefox, and Safari, you can adjust playback speed using hotkeys:
  - shift + right arrow (faster)
  - shift + left arrow (slower)
3. Media Player Apps with Speed Control

- Do not use data connection to watch videos unless you have unlimited data. (Each video is usually between 30-80 MBs)
  - VLC Media Player or Media Player of Choice (many free apps).

- VLC is an open source media player available for download from: http://www.videolan.org/vlc/index.html#download

- Download Media Player files by clicking the orange cone icon from the Streaming Media Index.
Report STREAMING issues!

- playback, log-in, general concerns -

email: wsusom@unlimapps.com

Contact info & ALERTS are always located on the streaming index page!

https://stream.med.wayne.edu
YOU will need your **SOM User ID to access:**

**uReserve: SOM Room Reservation System**
- [http://apps.med.wayne.edu/ureserve/](http://apps.med.wayne.edu/ureserve/)

- uReserve is the SOM and Shiffman Library’s reservation system for Study Rooms, Mazurek Classrooms, and Scott Hall MD Labs.
YOU will need your **SOM User ID** to access:

uReserve: SOM Room Reservation System
- [http://apps.med.wayne.edu/ureserve/](http://apps.med.wayne.edu/ureserve/)

- Mazurek Classrooms and Scott Hall MD Labs are only available for **official** meetings of recognized Student Organizations.
  - These rooms **CAN’T** be reserved for studying

Contact: Scott Nelsen, Lab Coordinator  [snelsen@med.wayne.edu](mailto:snelsen@med.wayne.edu)
or call (313) 577-1431
YOU will need your **SOM User ID** to access:

**uReserve: SOM Room Reservation System**

- [http://apps.med.wayne.edu/ureserve/](http://apps.med.wayne.edu/ureserve/)

- Shiffman Study Rooms can be reserved for up to 3 hours at a time.

- A 48-hours notice on any reservation requests is favored, one renewal is permitted if there are no pending reservations.

- $1 overdue fee accrues after the first ½ hour the key is due.
  - Charges continue at $1 per hour until the key is returned.

Contact Shiffman, [askmed@med.wayne.edu](mailto:askmed@med.wayne.edu) in reference to key checkout or overdue charges.
2. **WSU ACCESS ID** *ab1234@wayne.edu* & Password (came by mail after application to WSU).
YOU will need your WSU ACCESS ID to access:

- Academica (Portal of WSU Tools and Services)
  - Email: Outlook 365 (connect.wayne.edu)
  - Blackboard: Content Management System
  - Qualtrics: Powerful & Dynamic Research Suite
  - Library Systems: Subscriptions/ Journals/ Books

- Co-Curricular: Programs, sign-ups and information (NEXT SESSION)
Academica (WSU PORTAL) - Tools & Services: Overview

http://academica.wayne.edu

- University Announcements and Events
- Internal Social Media
  - Subscribe to Faculty, Staff, and Students Streams
  - Subscribe to Special Interest Public Streams
- Financial Aid/ Financial Records
  - Financial Aid Status
  - Account History
  - Form 1098-T
  - Title IV Authorization
  - Canadian Student Tax Forms
- Online Payments
  - Make Online Payments
  - Authorize Parent to Make Payment
- Registration
  - Enrollment Verification
- Student Records
  - View Holds
- WSU RESOURCES > University Resources
  - OneCard Account / Quick Deposit
  - Broadcast Messaging
  - Email account settings

Computing & Information Technology (C&IT)
Personal Computing

- The SOM does not have a computer and/or mobile device requirement, however they strongly encourage you to have a computer or device!

- In general, nearly any commercially available new computer today will run the applications Wayne State provides.

- **Click Here** to see the basic computer recommendations from C&IT

- WSU offers several computer purchasing programs with reduced prices for both personal and departmental use. To view computer discounts, **Click Here**!

- The C&IT helpdesk also has a computer diagnostic and repair center with competitive pricing, located in the lower level of the Student Center Building. For service, information, and fees, visit [computing.wayne.edu/repairs](http://computing.wayne.edu/repairs).

C&IT
(313) 577-HELP
helpdesk@wayne.edu

*Computing & Information Technology (C&IT)*
Personal Computing Free & Discounted Software

- [https://computing.wayne.edu/helpdesk/freesoftware.php](https://computing.wayne.edu/helpdesk/freesoftware.php)
  - Free downloads of the latest version of Microsoft Office to all currently registered Wayne State students.
  - This includes full-featured current versions of Word, Excel, PowerPoint, and Outlook for PCs and Macs.

- PC users get Access and OneNote.

- Students will be permitted to download five (5) copies, which will run on Mac OS X, Windows, and Windows tablets running (real) Windows 8 (not RT).

- OneDrive Storage is also available!
HOW DO I DOWNLOAD AND INSTALL THE FULL VERSIONS OF OFFICE?

- Full instructions are available at computing.wayne.edu/downloadoffice

- Just login to Wayne Connect in your web browser at http://connect.wayne.edu > Click Install to get started!
WSU EMAIL: Outlook 365

- Outlook 365 *(Outlook Web Application)*
  - Outlook is a cloud-based email client that is accessible from anywhere!
- Fully-featured webmail and calendaring.
- Provides 50 GB of storage, has robust security, and a user friendly design.
- **Mobile applications** for iOS, Android and Windows Phone.
WSU EMAIL: Outlook 365

- [http://connect.wayne.edu](http://connect.wayne.edu)
- Login with your WSU access ID (ab1234) and password.
- Select the Mail icon
WSU EMAIL: MOBILE DEVICE SET-UP

TO set up your WSU email on your phone/ mobile device.

- iOS (iPhone, iPad, or iPad Touch)
- Android (Droids, Samsung Galaxy Phones, Nexus phones, etc.)
- Outlook 2013 for Windows
- Outlook or Apple Mail for Mac OS X (Outlook or Apple Mail)
- Other email clients (Thunderbird, etc.)
QUICK TIP: WSU EMAIL - Outlook 365

CLUTTER & JUNK FOLDERS?? What's the difference??

- "Clutter" can help you filter low-priority email, saving time for your most important messages. If Clutter isn't for you, you can TURN IT OFF.

- "Junk" is also a filter but it automatically moves suspected spam or dangerous emails to a separate folder.
WSU EMAIL: Outlook 365

What account settings **CAN YOU** change within OUTLOOK 365 via [http://connect.wayne.edu](http://connect.wayne.edu)?

- Set away messages
- Change Themes
- Display settings
WSU EMAIL: Outlook 365

What account settings **CAN’T** be changed within OUTLOOK 365 via http://connect.wayne.edu?

- **Passwords**
  - They expire every 180 days from date set (same as SOM ID Account)

- Security settings (recovery email)

**TO CHANGE (Wayne Connect email) PASSWORD & Security Settings you MUST DO IT WITHIN Academica!**
CHANGE YOUR WSU EMAIL PASSWORD

- GO TO: http://academica.wayne.edu
- Login with your WSU Access ID (ab1234) and password.
- Click the Settings/Logout icon > Account Management
- Select > Change Your Password
- From the Account Management Menu
  - Select Change Your Password
    - Type > Your current password
    - Create new password
    - Verify new password
    - Select SAVE

IMPORTANT:
- Updating your password here will ONLY update your password for accounts that use your WSU Access ID (ab1234) for authentication.
  - Email, Academica, Blackboard, library services, etc.
Academica (WSU PoRTAL)

Other Account Management Services within Academica

- Set-up email recovery
- Set Broadcast Messaging Preferences
- Set or Change Mail Forwarding
- Search WSU Directory
- Create a Personalized Email Name
- Select Display Name
- Select Preferred Email Address – DETAILS NEXT SLIDE!
Select Preferred Email Address

This is where you will have the option to choose a SOM@med.wayne.edu as your preferred email address jdoe@med.wayne.edu.

This allows you to send and receive email from jdoe@med.wayne.edu.

jdoe@med.wayne.edu is technically just a pointer within your email, you will still have to login to your email box with your WSU Access ID (ab1234) and Password.

Your jdoe is a SOM account, but NOT AN EMAIL BOX.
BLACKBOARD

- Bb is Wayne States University’s learning management system (CMS), which manages all your course materials.

- http://blackboard.wayne.edu
  - Login with your WSU access ID (ab1234) and password.

- Bb allows faculty to monitor/securely maintain course materials.

- Bb also allows you (the student) the ability to access course materials 24/7.

- Materials available in Bb:
  - Lecture slides (PDF)/Course notes/Lab manuals
  - Assignments/self-study quizzes
  - Discussion Board forums
BLACKBOARD

- You **WILL NOT** be able to login/ authenticate to Blackboard until your registration is complete.

- After logging into Bb you will **NOT** see all the courses that you have registered for, you will only see the courses that have been made available by the instructor.

- Most Bb courses are made available approx ~ 24hr before the unit start date.

- You will have continued access to your Bb courses for the entire 4 years of medical school, this will allow easy reference and review.
BLACKBOARD ISSUES

- Be patient! Bb Issues usually work themselves out!
  - Incomplete registration
  - Temporary holds
  - Processing delays

- Blackboard works best with Firefox & Chrome!

- Within Bb, you can test Browser compatibility or find other resources.

If you have not gained access to Bb by your first class, please contact the Educational & Technology Support Unit!
WSU OneCard

Uses

- Attendance
- Building Access (Mazurek & Scott Hall)
- Mazurek Stairwells
- Library Services
- Fitness Room/ Fitness Center Access
- Parking Access
WSU OneCard – Building Access

- Access to the second and third floors from the main stairwell in Mazurek, are secured by OneCard.

- Anyone forgetting their OneCard will have to sign in with the guard and will be given access to the elevator for access to their destination.

- At 8 p.m. the vestibule doors into the lobby of the Mazurek Medical Education Commons will be locked from the outside.

- Access between 8 p.m. and the closing time of the library will also be by OneCard.

- All active OneCards will open the vestibule door. Those who may encounter problems with access, contact Facilities and Support Services Office in Scott Hall Rm 1102 or by emailing kmitchel@med.wayne.edu.
WSU OneCard - Attendance

- Attendance for required sessions are recorded and tracked using the OneCard swiping system.

- There are OneCard panels in all of the MEC Classrooms & MD Labs.

- Review & confirm on the SOM Google Calendars, it is your responsibility to be aware of all required activities.
WSU OneCard - Attendance

- During required activities ensure you get a green light when swiping!

1. If you don’t receive a green light, swipe again. If that fails, notify Dr. Jackson by email at mpjacks@med.wayne.edu and include activity title and date.
2. Go to the ETSG Office in 231 Mazurek with the OneCard to troubleshoot and resolve the card issue.

- All excused absences are required to be approved by SOM Counselors.

- Please notify the Educational and Technology Support Group (ESTG) of all card issues or hardware concerns.
WSU OneCard - Replacement

Go to: OneCard & Parking Service Center
The Welcome Center
42 West Warren
Room 257

- To get a replacement card, you will need to fill out the Replacement Card Form, available on table outside the OneCard Office.

- The fee for a new card is $10 payable with check, cash or money order only.

- If your card was stolen, a police report number is necessary for the OneCard office to waive the $10 replacement fee.
WSU OneCard - Replacement

Re-Encoding/ Updating for Building Access (Mazurek elevator)

- Call Public Safety and verify that you have SOM building access, (313) 577-2056.

  - If you **have** WSU-SOM building access > Go to WSU Public Safety (6050 Cass Ave) to have your card encoded for building access and OneCard PIN

  - If you **do not have** WSU-SOM building access: > Fill out Access Request Form available from Student Affairs (315 Mazurek) and obtain signature

  - Turn form into Facilities & Support Services Office (1102 Scott Hall)

  - Call WSU Public Safety and verify they have received your Access Request Form.

  - Then go to WSU Public Safety (6050 Cass Ave) to have card encoded for building access and OneCard PIN.
Quick Tip: Got your Onecard Replaced?

- You MUST go to: Educational & Technology Support Group (Suite 231 Mazurek) to get it updated in the attendance database!

- If your OneCard number is not updated in the attendance database, required activities will not be recorded and swipes WILL NOT be tracked accurately and you WILL be considered ABSENT!

YOU MUST CONTACT:

1. Academic and Student Programs, Mazurek 310, (313) 577-1299 Matt Jackson (mpjacks@med.wayne.edu)

2. Educational and Technology Support Group, Mazurek 231, (313) 577-1086Amie Dozier (adozier@med.wayne.edu)
Helpful Online Tools & Resources
WSU-SOM Class Schedule/ Calendar

The Office of Academic and Student Programs maintains the Google class calendars.

- The class schedule includes all lectures, labs, and small group sessions, it also clearly indicates which sessions are **REQUIRED**.

- These are the most up-to-date class **calendars**
  - *Always use the LIVE (WEB) Version through a browser!*

- Instructions for syncing Google Calendar with Apple iCal is available [HERE](#).

- You can always find the class calendars under the [Student Resources](#) pages.

Contact Dr. Jackson at [mpjacks@med.wayne.edu](mailto:mpjacks@med.wayne.edu) for any questions regarding the class schedule.
WSU-SOM Class Schedule/ Calendar

The Academic and Student Programs Office maintains the Curriculum calendars.


Contact Dr. Jackson at mpjacks@med.wayne.edu for any questions regarding the class curriculum calendars.

Contact Dr. Mendez at jmendez@med.wayne.edu for any questions regarding the student events calendar.
STUDENT RESOURCE PAGE

- http://www.year1.med.wayne.edu
- A robust list of resources compiled by students for students!
WSU-SOM gives administration and students a few ways to communicate more effectively using listerves and email groups.

The two primary sources:

- cls2020@lists.wayne.edu (OFFICIAL admin communications)
  - Administrators will use this for pertinent university information (exam rescheduling, change in lecture hours, student opportunities, etc.)

- classof2020@med.wayne.edu (UN-OFFICIAL communications)
  - Students will use this for advertising student-run events, selling books and other information that would benefit from complete class distribution.
<table>
<thead>
<tr>
<th>What Login to Use When?</th>
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<tbody>
<tr>
<td><strong>WSU Access ID (<a href="mailto:ab1234@wayne.edu">ab1234@wayne.edu</a>)</strong></td>
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</table>
| Academica (Portal of WSU Tools and Services)  
  [http://academica.wayne.edu](http://academica.wayne.edu) | SOM Streaming Media  
  [https://stream.med.wayne.edu](https://stream.med.wayne.edu) |
| Email: Outlook 365  
  [http://connect.wayne.edu](http://connect.wayne.edu) | SOM student computers  
  (MD Labs, Computer Labs Mazurek Classrooms) |
| Blackboard (Content Management System)  
  [https://blackboard.wayne.edu/](https://blackboard.wayne.edu/) | Select SOM User Directory (left hand menu)  
  [http://directory.med.wayne.edu/](http://directory.med.wayne.edu/) |
| Qualtrics: Powerful & Dynamic Research Suite  
  [http://qualtrics.wayne.edu/](http://qualtrics.wayne.edu/) | SOM Wi-Fi (WSUPG-SECURE)  
  look in Wi-Fi settings |
| Library Systems (Subscriptions/ Journals/ Books)  
  [https://library.wayne.edu/shiffman/](https://library.wayne.edu/shiffman/) | MYSOM: Official Grades  
  Will get email from Testing Office |
| Service Learning/ Co-Curricular  
  [http://cocurricular.med.wayne.edu/](http://cocurricular.med.wayne.edu/) | uReserve: SOM Room Reservation System  
  [https://ureserve.med.wayne.edu/](https://ureserve.med.wayne.edu/) |
CONTACTS

WSU/WSU-SOM IT Help Desks
Computing & Information Technology (C&IT)
Main Campus: Student Center Building - 005 SCB
helpdesk@wayne.edu
(313) 577-HELP

Medical School Information Systems (MSIS)
Lande Building Rm: 354
helpdesk@med.wayne.edu
(313) 577-1527

Academic & Student Programs
Mazurek Suite: 310
mpjacks@med.wayne.edu
(313) 577-1450

AudioVisual & Media Production Services
Scott Hall Rm. 1301
MediaProduction@med.wayne.edu
(313) 577-1490

UnLim Apps
wsusom@unlimapps.com

Conjoint Teaching Services (CTS)
Scott Hall Rm: 2361
snelsen@med.wayne.edu
(313) 577-1412

Educational & Technology Support Unit
Mazurek Suite: 231
mededsupport@med.wayne.edu
(313) 577-1086
Required:
Training Modules & Orientation Evaluations

Modules and Orientation Evaluations (4) are required to be completed by Monday, August 15, 2016

REQUIRED MODULES:
1. SOM HIPAA Training 2016-2016
2. SOM Bloodborne Pathogens Training 2016-2017

REQUIRED ORIENTATION EVALUATIONS:
1. Year 1 Orientation Evaluation
2. Year 1 Orientation Diversity and Inclusion Perspectives Evaluation
Questions!