

#### Step 4: Set Up Office Suites Apps on your Laptop or Desktop Computer from Home or NWU Campus

1. Go to: <https://portal.office.com/Home>
2. Sign into your Office 365 account.
3. Click the [Install now] button to download the applications to your computer.
4. On the browser popup click setup (may be different depending on the browser).
5. Follow the on-screen guide to set up and accept the license agreement.
6. When it says "You're good to go," select All done.

#### Step 5: Set up Ellucian Go on your Phone

Use Ellucian Go to see NWU WebAdvisor information on your smart phone or other compatible mobile device.

1. Download and install the 'Ellucian Go' app from your favorite App Store.
2. Tap on the Ellucian Go app icon.
3. Search for and select Nebraska Wesleyan University.
4. Sign in with your Wesleyan username and password to see private information selections.

#### Step 6: Obtain Technology Assistance

Please familiarize yourself with the various ways to obtain technology assistance included below.

##### NWU Computer Services:

*Problems with account access, password resets, Office 365, Wesleyan email, network connectivity, computer viruses, WebAdvisor*

1. Go to: <http://csit.nebrwesleyan.edu/footprints/> and submit an online help request.
2. Phone 402.465.7777 and leave a voice mail if necessary.
3. Stop by Smith-Curtis 121 (directly across from lower-level stairs).

##### Instructional Technology Services and Wesleyan IT Students (WITS):

*Problems with Blackboard, computer lab or classroom equipment, event multimedia, personal technology projects*

1. Email [WITS@nebrwesleyan.edu](mailto:WITS@nebrwesleyan.edu) or stop by Smith-Curtis 109 (east of stairs).
2. Text or call 402.465.0156 and leave a voice mail message if necessary.
3. Go to: <http://wits.itech.nebrwesleyan.edu/>
4. For specific software app tutorials go to: <https://www.atomiclearning.com/login/nebrwesleyan/>

# Steps to



NEBRASKA  
WESLEYAN  
UNIVERSITY

# Technology Success!

(Summer 2016)

POWERED BY

WESLEYAN IT STUDENTS

These materials and more available at:  
<http://wits.itech.nebrwesleyan.edu/index.php/category/tech-success>

## Step 1: Activate Your Wesleyan Accounts

1. Obtain your “*Activating your NWU Computer Services Accounts*” handout and locate your username and Activation Code.

### For Wesleyan (Blackboard & WebAdvisor) accounts:

2. Go to:  
<http://csit.nebrwesleyan.edu/activate>
3. Enter the username and activation code provided at your NSR Tech Session and click (Login).
4. On the next screen, create a new password, confirm the password, then click (Submit).

### For Office365 Account:

2. Go to: <http://office365.nebrwesleyan.edu>
3. Enter your NWU email address (username@nebrwesleyan.edu) and Activation Code as a Password, then click [Sign in].
4. Enter Activation Code as your Current password, enter a new password and the same to confirm it, then submit.
5. Log back into your Office 365 account using your *new* password to finish.
6. Select appropriate Language and Time Zone and click -> Save.

## Step 2: Set Up NWU Email on Phone/Devices

### Android Devices:

1. Go to Settings- Accounts, Add account, Email.
2. Enter your NWU email address (@nebrwesleyan.edu) and password, then tap Next.
3. Select Exchange.
4. Leave as is (default), or select choices for your mail/calendar, then tap Next.
5. On the email config page you can set a name for the account. If fields do not auto-fill, enter NWU email address as username, “outlook.office365.com” as server, and leave domain blank.
6. Tap done.

### For iOS (iPhone/Pad) Devices:

1. Select Settings icon- select Mail, Contacts, Calendar, Add Account.
2. Select Microsoft Exchange.
3. Enter your NWU email address (@nebrwesleyan.edu) and password.
4. Select Next.
5. Select choices for mail, contacts, calendars, and reminders.

## Step 3: Enter a *Valid* Alt Email Address

This email address will be used if you ever need to reset your Wesleyan or Office 365 account passwords.

1. From the Nebraska Wesleyan web page, go to Quicklinks pull-down menu in the top right corner, and select WebAdvisor.
2. In the top-right corner click the Log In tab and then sign in using your NWU username and password.
3. Select the blue [College of Liberal Arts and Sciences] button.
4. In the *Std Life/Mail Info* area (3rd section on the left), click on the *Alternate Email Address Entry* text link.
5. In the Alternate Email Address text box enter a personal email address, other than your NWU email address, that you continue to use periodically.
6. Click Submit, then OK.
7. Always log out of WebAdvisor after you are finished using it by clicking the Logout tab in the top-right corner of the window.

