

New Employee Tech Checklist

Presented by Computing & Information Technology

- Write your AccessID here:** _____
Your AccessID (two letters and four numbers) is your key to accessing all of Wayne State University's tech services. Use it to login to Academica, Wayne Connect email and more!
- Log in to WSU's portal Academica**
Academica provides secure access to WSU services including pay stubs, tax forms and time-off balances: a.wayne.edu.
- Setup your Wayne Connect email**
Wayne Connect is powered by Microsoft: connect.wayne.edu. Find instructions to setup Wayne Connect on your mobile device: computing.wayne.edu/emailsetup.
- Setup WSU-SECURE Wi-Fi on your phone**
Connect to the Wi-Fi network WSU-SECURE and login with your AccessID and password. Find more detailed instructions: computing.wayne.edu/securesetup.
- Download Wayne State Mobile**
Search Wayne State in iTunes or Google Play and download the app. If you have an unsupported device, you can visit m.wayne.edu for a mobile web experience.
- Setup Broadcast Messaging**
Sign up for text messages and emails to notify you about events like emergency weather closures: broadcast.wayne.edu.
- Employee Tech 101**
Learn more about all the tech services available to WSU employees: computing.wayne.edu/employee101

The C&IT Help Desk is your one-stop shop for tech support!
313-577-HELP | helpdesk@wayne.edu

The C&IT Help Desk is available by phone from 7:30 a.m. to 8:00 p.m. You can also visit us in person in the lower level of the Student Center Building from 8:30 a.m. to 5:00 p.m. Learn more at computing.wayne.edu.

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