10 Things You Need to Know about Technology at West Texas A&M University

Need Help?
Information Technology Service Center (ITSC) - 806.651.4357 or itsc@wtamu.edu
Self-Help Tutorials: students.wtamu.edu

1. Hasting's Electronic Learning Center

The Hasting's Electronic Learning Center is the WTAMU open access computer lab.

The lab is open during Spring/Fall semesters from Sunday 9:00am through Friday 10:00pm and Saturday 7:30am – 5:30pm.
Intersession/Summer hours are: Mon. through Fri. 7:00am-10:00pm, Sat. 7:30am–5:30pm & Sun. 2:00pm–7:00pm.

You will need your Gold Card to swipe in to use a computer. Find us on Facebook!

2. Buff Print

Print from anywhere on campus, any time of day. Just pick up your prints at a Buff Print location by swiping your Gold Card. **You get 1500 b/w printed pages on campus printers each semester**. To use go to: buffprint.wtamu.edu

A list of printer locations and instructions can be found at: http://students.wtamu.edu/buffprint

3. MyBuff Portal

My Buff Portal is your **single sign-on access** to many of the tools you will need while you are a student at WTAMU. Behind this portal is your access to your student email, student records/information, financial aid/scholarships, bills and payment, grades and your courses in WTClass. To access, click the MyBuff Portal link on the WTAMU home page. wtamu.edu

Note: Passwords on MyBuff Portal must be changed every 180 days – you will get an email warning in your student email when your password is about to expire. If you do not know your password, please contact the IT Service Center at 806.651.4357 or use the "Forgot Password" self-help. Your account will be locked if you attempt to log in 6 times unsuccessfully.

4. Buff Alert

Buff Alert is an **emergency notification service** that gives WTAMU the ability to communicate health and safety emergency information quickly—by email and text message. By enrolling in Buff Alert, university officials can quickly pass on safety-related information, regardless of your location.

To sign-up to receive alerts:

1. Open a web browser and type the university web site address. wtamu.edu
2. Click the **Buff Alert link** on lower right side of the page.
3. Click "User Registration"   (Takes you to the log in page of MyBuff Portal)
4. Log in to MyBuff Portal
5. Complete the user information and create a password.
6. Check the box to agree to Terms of Service.
7. Click "Create Account"

5. Student Email

WTAMU provides all admitted students with a student email account for the primary reason of communicating official university information. **Official university communications** such as financial aid, scholarships, bills, etc.., **will be emailed to your student email account**. You can access your student email account different ways:

- **Log in to MyBuff Portal and click the student email icon** at the top of the screen.
  - No password needed to access student email through the portal.

- **Set up your phone or mobile device to access student email.**
  (Instructions by device at http://students.wtamu.edu)
  - Your password may be different than the password you set for MyBuff Portal. You will have to know your password - if you do not know your password, contact the IT Service Center at 806.651.4357 and ask to have your *email-only password reset*.

6. Buff Advisor

Buff Advisor is the WTAMU Student Information System. Inside of Buff Advisor you will find:

Financial Information			Financial Aid		
-View Account Charges & Payments	-Make Payments or Set-up Payment Plan	-Emergency Loan Application	-Financial Aid Forms	-Accept/Reject Financial Aid & Scholarship Awards	-Get Financial Aid Information
Registration			Academic Profile		
-Search & Register for Classes	-Drop Classes	-Manage Your Waitlist	-Check Your Grades -Academic History Report	-Class Schedule -Setup Parent Account	-Reserve & Buy Books

7. WTClass

WTClass is the WTAMU Learning Management System. Each course you register for will have a space inside of WTClass where you will find the syllabus, course files uploaded by your professor, grades, course email, and other tools for use in your course. Step-by-Step tutorials are provided for each tool in the WTClass Help Topics section.
NOTE: Courses are not available in WTClass until 5 days prior to the 1st day of class each semester.

1. Log in to MyBuff Portal
2. Click the WTClass icon
3. Click the course you want to access.
4. Find your course materials by clicking Lessons in the menu on the left side of the screen.
5. Step-By-Step Instructions for anything you need can be found by clicking on the "Help" tab in WTClass.

8. Student Microsoft Office Software

Through Office 365 you can download Office 2016 FREE and install on up to 5 computers PC or Mac /mobile devices. Login to portal.microsoftonline.com with your student email and student email password to access the download. For instructions on installing Office 2016 FREE through Office 365, visit: students.wtamu.edu.

9. Technology Training

We offer a limited number of live workshops throughout the semester **(WTClass live workshops are offered the first few weeks of the semester)**. Other free online training is offered through the Learning Express Library (provided by the WTAMU Cornette Library). For more information on student technology training, visit: students.wtamu.edu.

10. OneDrive Access to Save All of Your Documents Anywhere

Students have access to **1 TB of file storage** space in the cloud with Office 365 OneDrive through your @buff.wtamu.edu email account to upload and store files.
- Never lose your files by saving files into OneDrive from ANY computer connected to the Internet!
- Save files in OneDrive throughout your college career to use in your final year portfolio or capstone project.
- Keep all your files in one place so you can always find what you need when you need it!
- You have continued access to OneDrive even after you graduate. This is a great place for storing portfolios for job searches.
  (Continued access with active buffs.wtamu.edu email account – must log in to email minimum of 1 time every 90 days.)

Note: Wifi available in all campus building and residence halls. For **connection instructions** go to: students.wtamu.edu.