

1. Student Access to Blackboard – send list of students to respective coordinator to facilitate information to Blackboard coordinator at respective school.

[SCSU Students Attending WCSU Courses – See Access Instructions Appendix.](#)

At WCSU: The liaison sends a requestIT@wcsu.edu ticket with the following info for each SCSU student:

- First Name, Last Name, Southern Banner ID, Southern email
- Courses to be enrolled into

Students will be manually enrolled into Blackboard Accounts

[WCSU](#) students attending classes at Southern must go to southerct.blackboard.com, and use WCSU email for username. A password will be assigned and SCSU instructor will share the password with students.

2. Merging Emails – This can be done on Outlook individually.

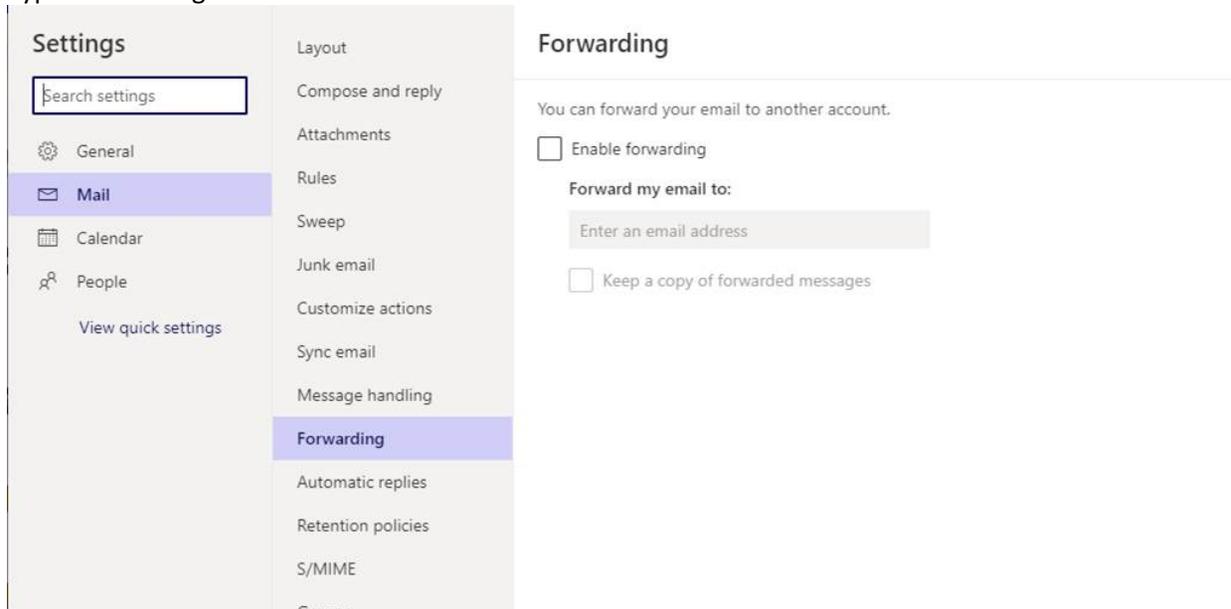
Log into MyApps

Select Office 365 Home

Select Outlook

Gear Icon Top Right to access Settings

Type Forwarding in the Search



3. Access to resources – Student at respective institution; get temporary parking pass through secretary/coordinator temporary parking; WCSU & SCSU Wifi guest for when they are on campus through IT.

A. *Housing* – (<https://www.wcsu.edu/housing/>) - Only full-time matriculated students can live on campus (some exceptions have been made for grad students). The contract is for one academic year, but we do have a few provisions for being released from the contract (such as field work abroad or out of state). Bed, internet, laundry and TV service are included.

B. *Recreation*: There is a fitness center located in Pinney Hall and all college sports on are West Side. There is also a food court on the West Side.

(<https://westconnathletics.com/sports/2020/4/28/information-Other-Outdoor-Facilities.aspx>)

C. *Center for Student Involvement* - Through CSI, students can start their own clubs, plan trips and events, and complete the Leadership, Compassion and Creativity Certificate program. CSI offers an array of different ways to get involved on campus and stay engaged with the university outside of classes. www.wcsu.edu/csi. Students with a common bond may seek to form a student organization. The Student Government Association has the responsibility to provide financial assistance to the group if it meets the SGA's club and budgetary criteria. The Center for Student Involvement aids with event organization and execution, leadership development and group dynamics to meet the needs of the organization. SGA is the sole governing body over all student clubs and organizations. They provide numerous services to the entire student body, many of which are direct support to the student body, as well as representing students' interests within policy making bodies on and off campus.

D. *Transportation* - Shuttle information is available on the shuttle page: [Schedule – WCSU Campus Shuttle Service](#) [WCSU Campus Shuttle Service – This is the WCSU Shuttle Service Site](#)
The shuttle goes to the train station to drop off/pick up. Pick up is on demand, individuals must call dispatch. **Need to be picked up at the Danbury Train or Hart Bus Station?**
Please call TransExpress dispatch at **(914) 240-3757**. Tell the dispatcher your location (train or bus station) and which campus you are going to. Don't call until you are at the station. Area public transportation information: [Home | HARTransit](#).

E. *Free counseling services*: <https://www.wcsu.edu/counseling/>

Faculty INFORMATION:

1. **Banner for grades** – Attendance, midterm grades, and final grades must be recorded on respective Banner systems.

AT SCSU: There is a form that WCSU faculty must complete to be added to Banner (to be able to enter grades).

At WCSU: SCSU faculty will need Banner Access to give WCSU students grades. Jennifer Zdziarski will request SCSU faculty FULL NAME, MAILING ADDRESS, PHONE NUMBER, DOB, Email ADDRESS, and create a banner record to post in open/close and the connect with IT to get faculty on BannerWeb for Rosters and Grade reporting. HR not involved.

Southern Faculty with WCSU students:

1. Go to Western's login page for Banner SSB: <https://bannerweb.wcsu.edu/>
2. Click the "Secure Login" button.

3. DO NOT type your username/password on this screen, but rather, click the “BannerWeb SSO” link (on the line starting “NOW AVAILABLE...”).
 4. Now you should see the familiar Microsoft login procedure (as in Office 365, etc.), and use your usual SCSU username (JoeBrownc1@southernct.edu) and password to authenticate.
 5. Microsoft will prompt you for multi-factor authentication and such (just a couple additional steps for Western, but hopefully familiar to you).
 6. Now you should be able to use Western’s Banner SSB for faculty.
2. Respective Coordinator will check early to make sure everyone is connected to Banner and that students can all access blackboard resources.

MS in Interactive Biological Diversity

Student Course Access Instructions



If you are a Southern student taking a *Western* Course:

A screenshot of the Blackboard Learn login page. At the top, it says 'Blackboard learn+'. Below that are two input fields: 'WCSU Username' and 'Password'. A 'Login' button is positioned below the password field. At the bottom, there is a small text block that reads: 'Log into Blackboard Learn using your WCSU username and password. If you do not remember your password, or it has expired, go to <https://www.wcsu.edu/password> to reset it. **Please Note:** Courses are normally available the first day of classes. If you do not see your course listed, please check with your instructors to determine if they are using Blackboard.'

1. Open a supported browser window. For a list of supported browsers, please visit https://help.blackboard.com/Learn/Student/Original/Getting_Started/Browser_Support.
2. Go to: <https://wcsu.blackboard.com>.
3. At the login prompt, type in your SCSU username (your username is your full email address).
4. Type in the temporary password: **Welcome22!**
5. Click “**Login**”.
6. You should now be inside Blackboard Learn and see your WCSU course(s).

For all.... Please be sure to reset your password to something more personal. Unlike your other passwords, this one does NOT expire. Here is how to reset your password inside Blackboard Learn. <https://www.youtube.com/watch?v=A2JD2yekQvQ>

Remember, this is a **separate** password and is **not** used to access other services at your respective institutions.

Due to security reasons, we require that you change your password within the next 10 days. For Southern students, the password reset feature on Western’s system will be turned off after the 10 days. If you forget your password after the 10 days, please contact your instructor, or email Western’s service desk at RequestIT@wcsu.edu – be sure to include that you are part of the Biology cohort program between Southern and Western.