

## Introduction to WPCconnect - Faculty

### Introduction

This document will introduce faculty members to WPCconnect (<http://wpconnect.wpunj.edu>), the university's web portal. For additional information and assistance in using WPCconnect, please contact IRT (Instruction and Research Technology) at <http://www.wpunj.edu/irt> and/or at 973-720-2659.

### What is WPCconnect?

WPCconnect is William Paterson University's web portal and is aimed at student success. WPCconnect provides a single point of entry to meet your online academic information and service needs. You can login to the WPCconnect web site from any of the hundreds of computers across campus; from our computing labs, your office, or from your home computer.

### How Do I Log into WPCconnect and Get Started?

To get started and log into WPCconnect, follow these simple steps:

- Open your web browser and go to <http://wpconnect.wpunj.edu>.
- At the login screen, enter the username and password that you have been provided for use on campus systems and click on the button labeled "Login."
  - If you have forgotten and/or do not know what your username and/or password are, please contact the Help Desk at 973.720.HELP (4357) or [help@wpunj.edu](mailto:help@wpunj.edu).

Once you have logged in, you will be taken to the main WPCconnect window, where you will be welcomed by name and see tabs for the resources that are available to you through this system.



Please note that what you see, upon logging in, is determined by your role(s) at the university. A student user, for example, would see a tab named **Student** in place of the "Faculty" tab that appears above. Similarly, only an employee of the university should see the **Employee** tab that appears in the above example. All users, however, should see the tabs named **WPCconnect**, **Blackboard**, and **Email**.

## What Services Can I Access through WPCONNECT?

As mentioned in the previous section, the services available to user through WPCONNECT are determined by his or her official role(s) at the university. While some services, like email and Blackboard, are just links to external services and are available to all users at the university, others are only available to certain classes of users. In this tutorial, describe the three tabbed areas that are internal to WPCONNECT and that are available to faculty members at the university: WPCONNECT, Faculty, and Employee. Each of these tabbed areas consists of a series of boxed areas, called **Channels**, that contain links to web resources of interest to the audience being targeted in that tab.



**The WPCONNECT Tab** – This tab is where you start out in after logging into WPCONNECT. Here, by default, you will find number of channels that link to important resources and information, including (but not limited to), the Cheng Library, university messages and announcements, employee applications, and even a tool that you can use to change your password. But you are not limited to these default areas.

You can add additional channels and columns, move them on the page, and can even remove most of them (some items in WPCONNECT cannot be removed). To do any of these, start by clicking on the button that reads “Content Layout,” near the top-left corner of the page. This will take you to the *Manage Content/Layout* screen shown below:



On-screen directions are available on the *Manage Content/Layout* screen that will lead you through the steps involved in adding, moving, and removing tabs, channels, and columns.

Please note, furthermore, that these same steps can be used to modify the other the other tabs, as well.

**The Faculty Tab** – The faculty tab, as you may have guessed, contains links of particular importance to those who are faculty members at the university. Here, you will be able to view your rosters, check your faculty schedule, submit grades, and access important information about your classes, students, and advisees. Additional resources are also available through this tab, including guidelines, forms, and on-campus faculty support resources.

In navigating this area, please take note of the fact that the *Banner Self-Service* channel. This appears as the first channel (by default) in both the Faculty and Employee tabs and contains an expandable/collapsible menu. You begin with a single link, also named “Banner Self-Service,” showing with a picture of a closed folder appearing to the left of it. But clicking on this link expands this folder, and you can do the same with the additional folders contained within the main one. To close a folder, just click on it again.

To illustrate, we have included the below image:



**The Employee Tab** – In addition to the Banner Self-Service channel that, as we noted, appears in both the Faculty and Employee tabs, this tab consists of a number of other channels that are relevant to employees of the university. Many are linked directly through the channels appearing on this page by default, while others can be reached by clicking on the link that reads “Employee Applications Link,” listed as the first item in the *Available Applications* channel.

Among the resources that can find linked in the Employee Tab and/or the Employee Applications link are your HR records, travel-related information, and other important services available to employees of the university.

For more assistance in navigating this area of WPCoconnect (or any other), always feel free to contact IRT at 973-720-2659 and ask to work with an Instructional Technologist.