

Before You Begin Checklist

Access electronic copy of Before You Begin Checklist on the [Online Resources](#) page to easily use hyperlinks.

1. Setup your Wiregrass OKTA Single Sign-On account and Bookmark the page: <https://wiregrass.okta.com>

- ✓ [Click here to access step-by-step directions for OKTA setup](#)
- ✓ OKTA is used to access Blackboard, Banweb, Microsoft Office 365, student e-mail, and other Wiregrass apps.
- ✓ ***It is strongly encouraged that you set up multiple methods of authentication. Dual enrollment students are encouraged to use the security question method of authentication instead of using a cell phone number.***
- ✓ **OKTA Username:** Your unique student email account (example: jsmith31@student.wiregrass.edu).
- ✓ **OKTA Password:** Your 8-digit date of birth in mmddyyyy format (example: May 2, 1990 = 05021990).
- ✓ If you do not know your Wiregrass student e-mail address, you can search for it on our [Find Your Account Name Page](#). This tool requires your 900# student ID and your birth date.
- ✓ Correspondence for your online or blended course may be sent to you through your Wiregrass Georgia Technical College student email account (unless specified otherwise). Check your email daily!
- ✓ If you cannot access your OKTA account, email ithelpdesk@wiregrass.edu.

2. Access Blackboard through your OKTA Dashboard.

- ✓ All online and blended and most on-campus courses use Blackboard.
- ✓ To access Blackboard, Go to <https://wiregrass.okta.com> and login to your OKTA dashboard account.
- ✓ Click on the WGTC Blackboard App (not eCampus unless you are taking an eCampus class).
- ✓ Students may access Blackboard before the term begins; however, students will not be able to access the course until the first day of the term in which that class begins. [See current calendar](#)

3. Complete the Distance Education Blackboard Orientation.

- ✓ Go to <https://tcssoftchalkcloud.com/lesson/serve/LR3ST15e7iNzGf/html> and type in your First and Last name and your Student ID (900#) to start the training.
- ✓ This orientation helps prepare the online student for success in the online environment. Students will become familiar with Okta and Blackboard before gaining hands-on experience when navigating semester courses.
- ✓ The Distance Education Blackboard Orientation is required for online students. Students need to complete the orientation only ONCE (1) during their Wiregrass enrollment.
- ✓ Students must complete the final orientation assessment with an 80% or higher to receive credit for completing the orientation.
- ✓ The Distance Education Blackboard Orientation for new online students is different from the New Student Orientation, which is required for all new students.

4. Check Your Computer

- ✓ **NEVER** use Internet Explorer or Microsoft Edge with Blackboard.
- ✓ From [Online Resources page](#), click Computer Needs and select the [Browser Support](#) link to learn about the basic computer configuration for Blackboard. Make sure that you have an acceptable browser. If you do not, you can go to the [Media Downloads page](#) in Online Resources to download and install a free, supported browser or other software you may need.
- ✓ Make sure that your pop-up blocker is disabled (pop-ups allowed). See [How to Allow Pop-ups](#) for instructions.

5. Check for Additional Hardware/Software and Proctor Requirements.

- ✓ Review the [Course Requirements List](#) to check for special course requirements (special software, hardware, or on-campus visits or proctored tests).
- ✓ **Microsoft Office 365 or Office 2019 and a Windows-based computer are required for business and computer courses.** Earlier Microsoft Office versions or non-Microsoft Office products will not work.
- ✓ Wiregrass students can download a free version of Microsoft Office 365 through their student email account. [Get detailed information regarding Office 365 here.](#)
- ✓ Some courses may require proctored event(s) and/or exam(s) during the term. A proctor is a person that supervises an event/exam. There is no charge if proctored at Wiregrass or another TCSG college.
- ✓ Some courses may use Respondus Lockdown Browser and Monitor which will require a webcam. Download the free [Wiregrass Respondus Lockdown Browser](#) and watch the overview video/review the information
- ✓ **Students are personally responsible for any costs associated with verification of student identity**, such as securing outside proctors and/or obtaining a web cam.

6. Get Your Books.

- ✓ Go to the [Wiregrass Bookstore page](#) to view the required textbook(s) and details for ordering/shipping.
- ✓ Transient and eCampus students should buy books before the term begins to allow time for shipping.
- ✓ Contact the bookstore or your instructor if you have questions about the required textbook or software. Valdosta Campus Bookstore: 229.333.5392; Ben-Hill Irwin Campus Bookstore: 229.468.2020, Coffee Campus Bookstore: 229.468.2227 or you may also email bookstore@wiregrass.edu

7. Ask for Help if Needed.

- ✓ If you need student email/OKTA account technical support, email ithelpdesk@wiregrass.edu.
- ✓ If you need Blackboard technical support, email online@wiregrass.edu.
- ✓ If you need BannerWeb technical support, email registrar@wiregrass.edu.
- ✓ You may also stop by one of our Distance Education offices or call us at 229.245.6554, 229.245-2462, 229.468.2004, or 229.468.2022.

Online students must complete the CONFIRM COURSE ENROLLMENT during the first three days of the term to remain in their online courses. To confirm course enrollment, login to each online course and complete the [Confirm Course Enrollment](#) survey in the Start Here link of your course. It is strongly encouraged that you login to your online courses daily, especially within the first two weeks of the term. You may drop an individual course within the first three days through BannerWeb. If you want to withdraw after the first three days, you must complete and submit the appropriate withdrawal form before midterm ([Contact Registrar for Information](#)).

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Wiregrass Georgia Technical College is committed to providing individuals with disabilities equal access to education. We strive to comply with the federal accessibility standards. If you need additional assistance, please contact your instructor.