



# *Wharton County Junior College*

## **Faculty/ Staff Wifi Procedures**

**WCJC Faculty-Staff** is a secured wireless connection allowing access to the WCJC network. This connection is only available to WCJC employees using a WCJC owned device and requires your assigned computer logon credentials. Devices will be set-up by WCJC's IT Helpdesk.

**Step One:** Open an It Ticket. Include the WCJC asset tag of the device and when it will be dropped off (see note below). Bring a copy of the ticket, your user name and password to the help desk at the time of drop off.

**Note:** The IT Help Desk (Peace 112A) accepts WCJC laptops and devices for wifi set-up on Wednesday and Friday afternoons from 3-5 p.m. *Allow two working days for setup.*

**Step Two:** The IT Help Desk will send an email notifying you when the device is available for pick up.

**Step Three:** The IT Help Desk will close the ticket once the laptop/device has been picked up.

**Step Four:** Please change your network password.

**Note:** There may be a slight delay in synchronization when changing a network password on an office computer and the WCJC device that was set-up for wifi access.