

Getting Started Using WebCT Vista – for faculty

Step 1: Make sure that you are using a compatible browser and computer set-up.

Go to <http://webct.westga.edu> and walk through BrowserTuneup based on version of WebCT Vista 3.0

Choose one of the following options... myUWG does have a 60 minute time-out – edit settings to alter	
<p>Step 2. go to http://webct.westga.edu – note that there is no “www” in this address</p> <p>Step 3: Click on Login to WebCT Vista</p> <p>Step 4:</p> <p>Your "WebCT ID" = your myUWG e-mail username (ex: jsmith12).</p> <p>At the start of every term, your initial default "Password" is the last two digits of your birth year followed by the last four digits of your social security number. If you change your myUWG password, or Banner Password PIN, your WebCT password will not change.</p>	<p>Step 2. Go to http://myuwg.westga.edu – note that there is no “www” in this address. This is also where you get your student e-mail!</p> <p>Step 3. Stop and explore your options. Note options for help...</p> <p>Your "myUWG User name" = your myUWG e-mail username (ex: jsmith12).</p> <p>If you do not know your username and password, choose the “Click Here” link under “How do I get a Username and Password?” Put in either your SS# or your student 917#, in order to do the search.</p> <p>At the start of every term, your initial default "Password" is the last two digits of your birth year followed by the last four digits of your social security number. If you logged on to Banner directly and changed your Banner Password PIN then you also changed your myUWG password – the 2 are linked together.</p> <p>Step 4: Click on the myCourse tab. If you're using WebCT Vista, you will have to login again (see instructions here at left).</p>

Why can't I see my course listed in myWebCT?

After you log in, if you can't see any courses on your myWebCT page it could mean either that you are not listed as the official instructor on Banner; contact your department to have them send your name to the Registrar as the official instructor.

What if my WebCT ID or Password fails?

Try again. Make sure when you type it in that it is all lowercase AND with NO spaces. Do NOT attempt to type any letter in as uppercase or you will not be able to access WebCT. Make sure that Caps Lock and Num Lock is turned off. Try the default passwords noted above in Step 2. Remember that if you changed your myUWG or Banner password, that does not change your <http://webct.westga.edu> one.

What if I still need help?

To get help learning how to navigate and use WebCT – go to <http://webct.westga.edu> and click on the Students or Help links; You can also e-mail distance@westga.edu to get a student orientation acct or see the UWG GeekSquad for tech mentoring: <http://www.westga.edu/~EXCELCenter/pages/UWGeekSquad.htm> Or view this orientation: http://distance.westga.edu/webct2/orientation_vista.ppt

WebCT Help: Contact the Distance and Distributed Education (DDEC) Helpdesk at 678-839-6248 or distance@westga.edu.
***After-hours Help –** <http://help.view.usg.edu> – click on Request Support tab for live 24 hr day assistance

myUWG Help: Contact the Information Tech Services at 678-839-6587 or helpdesk@westga.edu

What if the website goes down?

1st – make sure it's really the website – not your internet service provider. Try going to other websites like www.google.com. If the problem is your internet service provider – call them. If the problem truly IS the UWG website... try going to this alternate address – <http://westga.view.usg.edu> **If this does not work either, contact both helpdesks cited above.**