Introduction to
Wayne State University
Information Systems & Registration
for
Dual Enrollment Students

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WAYNE STATE UNIVERSITY INFORMATION SYSTEMS

Wayne State University’s information systems consist of Academica, AccessID and password, and Blackboard. Academica is Wayne State University’s information portal and will be your key to accessing many Wayne State services. The AccessID and password provide access to Academica as well as your e-mail and other student information. Blackboard is an online learning management system that faculty may use to deliver all or part of a regularly scheduled University course.

Academica:
Students can check their class schedule, pay tuition, order transcripts, etc. via Academica. Students can also go to their WSU e-mail and to Blackboard from Academica. Academica is accessible with your AccessID and password (instructions below).

Access ID & Password:
Your AccessID (ex.ab1234) and password (also your Student ID) are used to log into Academica including e-mail, and wireless internet. Your AccessID will also be your WSU e-mail address (ex.ab1234@wayne.edu).

If you just received your WSU AccessID and password, you must log in and set up self services by completing the following steps:

Step 1:
1. Open a Web browser and go to www.wayne.edu.
2. In the upper right corner, Click Login.

3. Enter your AccessID into the first box, and your password into the second box. The third box will default to Academica. Then click Login and follow the prompts.
Step 2:

1. When you are prompted to change your password, choose a secure password that you will be able to remember. Your password must be at least eight characters, and include at least 1 uppercase letter, 1 lowercase letter and at least 1 number. Click Save, then Click OK.

2. Keep your password safe and do not share it with anybody.

Step 3:

1. If you have another email address that you prefer, set mail forwarding. Once set up, mail sent to your AccessID email will be forwarded to your preferred email address.

2. See the AccessID menu for more about available services.
Class Registration Instructions:

1. Select the “Student Resources” located on the left column.
2. Select “Registration” located in the left column, then click “Register/Add/Drop” in the sub-category (as shown below).

3. Click on “Select Term” and select the appropriate semester.
4. If the correct term is not already populated, click the dropdown box and select the correct term. Press “Submit.”

5. Click on “Register – Add/Drop Classes.”
6. Press “Submit.”

7. Enter the CRN (Course Reference Number) that has been provided to you for your course(s) in the blank box near the bottom. After entering the number, press “Submit.” Enter one CRN per box.
8. Next, click on “Student Detail Schedule” at the bottom of the screen. You should see the class(es) for which you have registered.

Blackboard
Instructors using Blackboard provide students with information about courses, such as announcements, course documents, syllabus, presentations, or links to other websites. Communication tools are also available for students and faculty including email, discussion board, blogs and journals. Blackboard can be accessed from Academica.

Step 1: From Academica, Click on the Blackboard icon located in the upper right.
Congratulations! You are now in WSU Blackboard. Look at the list on right for your class(es).

To learn more about Blackboard, be sure to visit Blackboard Basics for Students.

Blackboard Basics is a free, self-paced online course site for students. Access via Blackboard.

There is also a Blackboard Guide for Students designed to help students become familiar with Blackboard.