Tech for Class Checklist

As you get ready to take classes this year, the Technology Support Technicians have created a checklist of technology and applications you will need to be prepared for your upcoming classes. This includes several of the applications that were recently introduced to students.

☐ **A Device:** *required for online classes*

You need either a **computer** or a **smartphone** to take your classes.

Smartphone recommended for in-person classes

1. ☐ **WIFI:** required for online classes

You need WIFI to connect to the internet to take your classes.

- If you need WIFI, talk to your cable provider for their WIFI packages.
- You may also consult the Care center for a loaner hotspot. Please visit the link to apply: Hotspot Application

☐

Wake Tech Email Account: *required for all classes*

If you do not have access to your Wake Tech email account and need to activate it, the instructions to do so can be found here (note: all students in CCR must click the "Non-Degree Programs" option in Step 1):

Student Key Account Activation | Wake Tech

MFA Account: **required for** *all CCR students*

For assistance with MFA, please contact ITS.

How to activate MFA: https://www.waketech.edu/help-center/its/multi-factor-authentication

ITS: 919-866-7000/helpdesk@waketech.edu

☐ Translations:

Here is how you translate a website into your native language using Google Chrome:

On a phone	On a computer
1. Press the three dots in the bottomright corner 2. In the box that appears in the bottomright corner, press "Translate" 3. To change the language, click the Google Translate symbol in the website bar. 4. Select your language 5. Press "Translate"	1. Right-click the page to open the clipboard 2. Select "Translate" 3. In the box that appears at the top of the page, click the three lines 4. Click "Choose another language" 5. Select your language. 6. Click "Translate"

☐ Apps:

If you are using a mobile device, install the following apps:

App	Android Link	iPhone Link
Microsoft Outlook	[Android](#)	[iOS](#)
Microsoft Teams	[Android](#)	[iOS](#)
Microsoft Authenticator (**THIS IS REQUIRED EVEN IF YOU DO NOT INSTALL THE FIRST TWO APPS ON YOUR PHONE!**)	[Android](#)	[iOS](#)

☐ Windows Computer:

If you are using a Windows computer for class, download this version of teams using the direct link:

App	Link
Teams (For Work or School)	[Download Microsoft Teams Desktop and Mobile Apps	Microsoft Teams](#) (Scroll down, and click the Download Teams button under "Teams for work or school"

If you are using a computer, save the following websites to a bookmark or in a notes section of your computer or phone:

Website	**Link**
Microsoft Outlook	https://outlook.office.com

We are here to help you with your digital and technology needs this year. If you need to reach us, you can always:

- **Call us at *919-727-6507***

- **Email us at *ccrtechhelp@waketech.edu***

Our hours are Monday – Thursday from 9:30 AM to 8:00 PM, and Fridays from 9:30 AM to 2:00 PM.

You can also schedule an online appointment with us at

[WTCC CCR Tech Help Desk (office365.com)](#)

Have any more questions? Please visit us on our website.

www.waketech.edu/ccr-tech-help

Other Wake Tech resources for you:

- ITS: 919-866-7000/helpdesk@waketech.edu

- CCR Advising: 919-334-1527/ccradvising@waketech.edu

Thank you for reading, and we hope you have a successful semester of classes!