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.

☐ A Device:

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

☐ WIFI:

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 can also explore our WIFI/Hotspot information guide here: [Click to access WIFI guide]

☐ Wake Tech Email Account:

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:

- Click to access PDF guide for computers: http://bit.ly/wtccemailcomputer
- Click to access PDF guide for phones: http://bit.ly/wtccemailphone
- Click to access video guide: http://bit.ly/wtccemailvideo

☐ Google:

If you do not already have a Google/Gmail account, to create one you will need to:

1. Go to the Google Account creation page.
2. Follow the steps on the screen to set up your account.
3. Use the account you created to sign in to Gmail.

☐ 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 bottom right corner 2. In the box that appears in the bottom right 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 phone for Class, download the following Apps:

App	**Android Link**	**iPhone Link**
Zoom	Android	iOS
Gmail	Android	iOS
Google Meet	Android	iOS
Google Sheets	Android	iOS
Google Docs	Android	iOS
Google Drive	Android	iOS
Microsoft Outlook	Android	iOS

If you are using a computer for class, download the following app:

App	Link
Zoom	https://zoom.us/support/download

☐ **Websites**:

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
Gmail	https://www.gmail.com
Google Meet	https://meet.google.com/
Google Sheets	https://www.google.com/sheets/about/
Google Docs	https://www.google.com/docs/about/
Google Drive	https://www.drive.google.com
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 1:00 PM and from 3:00 PM to 9:00 PM, and Fridays from 9:30 AM to 1:00 PM.

You can also schedule an online appointment with us at https://calendly.com/ccrtechhelp.

We take appointments Monday – Thursday from 9:30 AM to 12:00 PM and from 4:00 PM to 8:00 PM, and Fridays from 9:30 AM to 12:00 PM.

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!

Sincerely,

The Technology Support Technicians

Wake Tech Community College