

# 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.*

ITS: [919-866-7000](tel:919-866-7000)/[helpdesk@waketech.edu](mailto:helpdesk@waketech.edu)




**Translations:**

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

On a phone	On a computer
<ol style="list-style-type: none"> <li>1. Press the three dots in the bottomright corner</li> <li>2. In the box that appears in the bottomright corner, press "Translate"</li> <li>3. To change the language, click the Google Translate symbol in the website bar.</li> <li>4. Select your language</li> <li>5. Press "Translate"</li> </ol>	<ol style="list-style-type: none"> <li>1. Right-click the page to open the clipboard</li> <li>2. Select "Translate"</li> <li>3. In the box that appears at the top of the page, click the three lines</li> <li>4. Click "Choose another language"</li> <li>5. Select your language.</li> <li>6. Click "Translate"</li> </ol>


**Apps:**

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


<b><u>App</u></b>	<b><u>Android Link</u></b>	<b><u>iPhone Link</u></b>
 Microsoft Outlook	<a href="#"><u>Android</u></a>	<a href="#"><u>iOS</u></a>
 Microsoft Teams	<a href="#"><u>Android</u></a>	<a href="#"><u>iOS</u></a>
 Microsoft Authenticator <b><u>(THIS IS REQUIRED EVEN IF YOU DO NOT INSTALL THE FIRST TWO APPS ON YOUR PHONE!)</u></b>	<a href="#"><u>Android</u></a>	<a href="#"><u>iOS</u></a>

**Windows Computer:**

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

App	Link
 <p>Teams (For Work or School)</p>	<p><a href="#">Download Microsoft Teams Desktop and Mobile Apps   Microsoft Teams</a></p> <p>(Scroll down, and click the Download Teams button under “Teams for work or school”)</p>

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

<u>Website</u>	<u>Link</u>
 <p>Microsoft Outlook</p>	<p><a href="https://outlook.office.com">https://outlook.office.com</a></p>

**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](mailto: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 \(office365.com\)](https://office365.com)**

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

**[www.waketech.edu/ccr-tech-help](http://www.waketech.edu/ccr-tech-help)**

**Other Wake Tech resources for you:**

**- ITS: 919-866-7000/[helpdesk@waketech.edu](mailto:helpdesk@waketech.edu)**

- CCR Advising: 919-334-1527/[ccradvising@waketech.edu](mailto:ccradvising@waketech.edu)

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