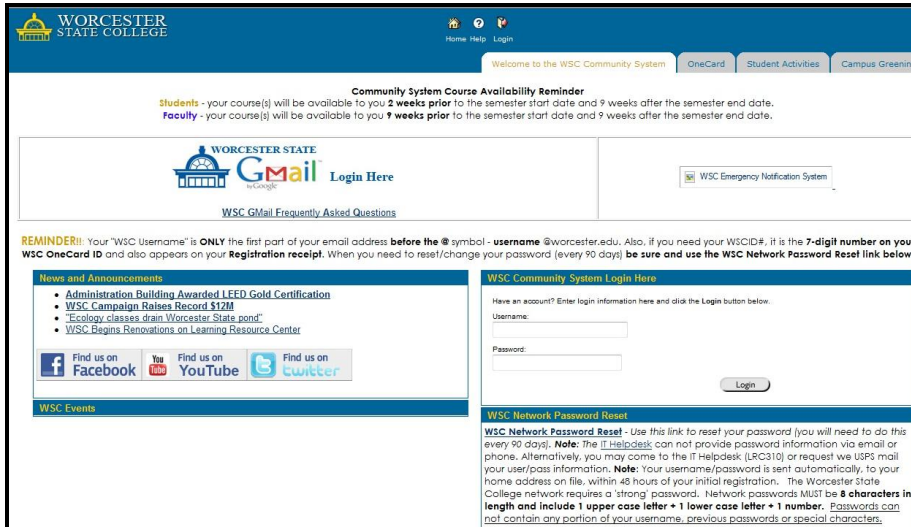


# Customizing the Community System

The Worcester State College portal website, known as the Community System, brings together online tools used to perform your work. Logging into the Community System enables you to access and manage your Blackboard course shells, check e-mail, and use WebAdvisor to check course schedules, obtain rosters and information pertaining to your assigned advisees, and to deposit funds into your OneCard account.

## Access the Community System Login Page

1. Go to <https://community.worcester.edu>.



- Tabs appear at the top right. Clicking a tab brings the tab to the front.
- The Welcome to WSC Community System tab displays Worcester State College News and Announcements and provides a Login Here entry point.
- Several distinct areas, or *modules*, appear on each tabbed screen. Each module displays a blue title bar describing its function.

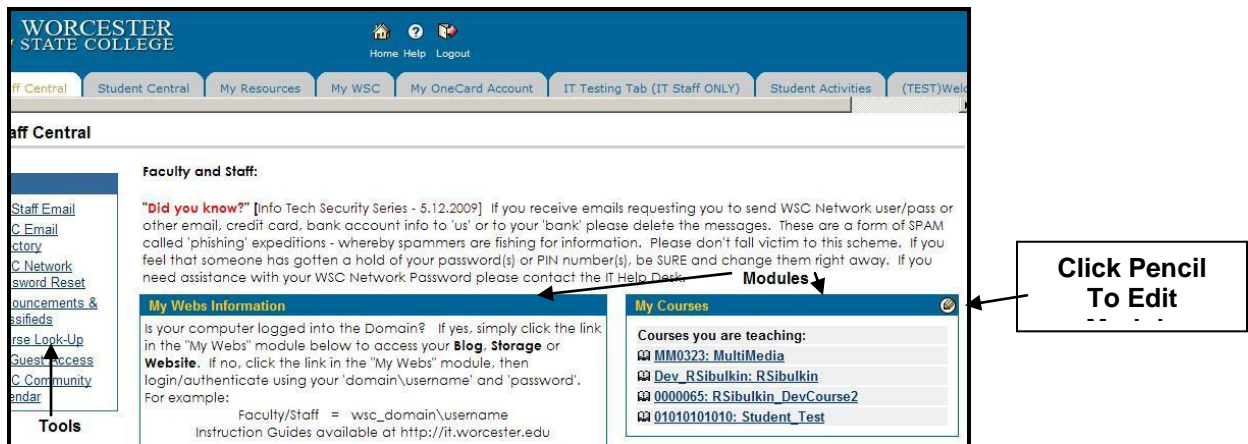
## Login to the Community System

1. Enter your **WSC Username** and **Password** into the boxes provided in the **Login Here** module and click the **Login** button.

The FacStaff or Student Central screen displays.

# FacStaff Central

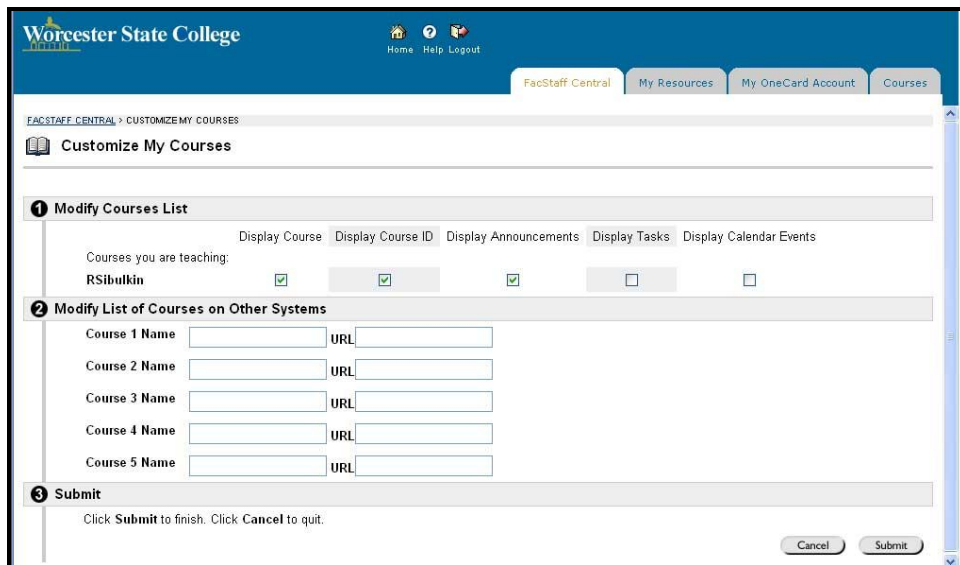
- The Tools module displays on the left-hand side of all tabs and provides links to various campus resources. Content in this module is not editable.
- Modules containing a pencil icon in the upper right-hand corner can be customized by the user.



## Edit the My Courses module

1. Click the **pencil icon** on the My Courses module.

The Customize My Courses screen displays.



## Modify Courses List

- Check boxes of items you wish to display. Uncheck items you wish to hide from view.

For Example: Checking Display Course ID helps to differentiate sections of the same course.

## Modify List of Courses on Other Systems

- Enter the Course Name and URL address to display courses from other sites in your My Courses module.

For Example: This might be helpful if you are taking or teaching a course at another campus that uses Blackboard.

## Customize the Display of Course information

1. **Check items** you wish to view and **enter courses on other systems** in the boxes provided.
2. Click **Submit**.
3. On the Customize My Courses screen, click **OK**.

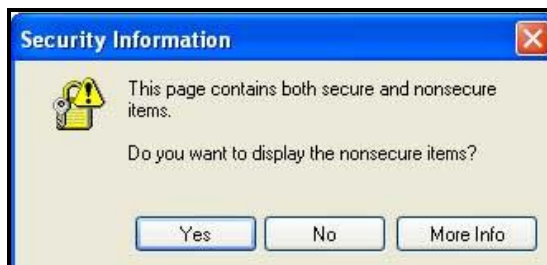
## My Resources

- The My Resources tab contains suggested content modules. Existing content can be removed or added to suit your needs by clicking the **Modify Content** or **Modify Layout** buttons in the upper right-hand corner of each module.

Click the “-“ to minimize, the pencil icon to edit, or the red x to remove a module from the display.

NOTE: Prior to removing a module from view, it is a good idea to write down or make note of the module name in case you want to display it again. There are many modules from which to choose and this will make it easier to locate the module again.

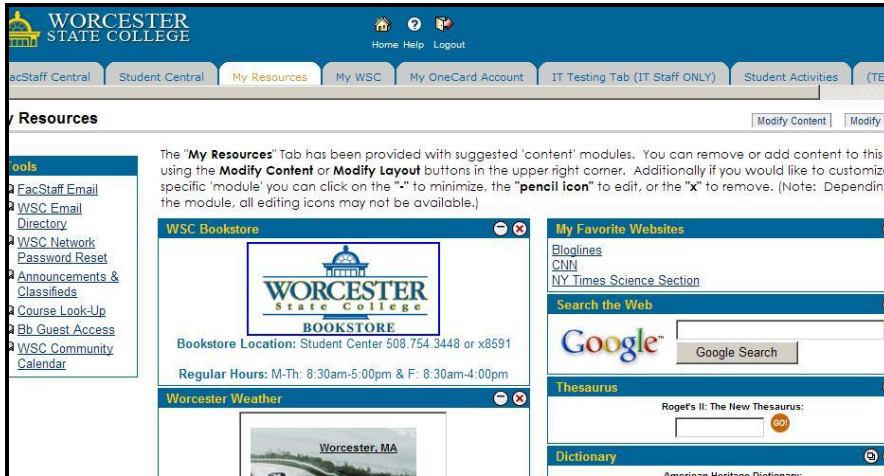
- A security alert displays to remind users that the My Resources screen displays both secure and nonsecure items.
1. Click Yes to this prompt.



View on Next Page

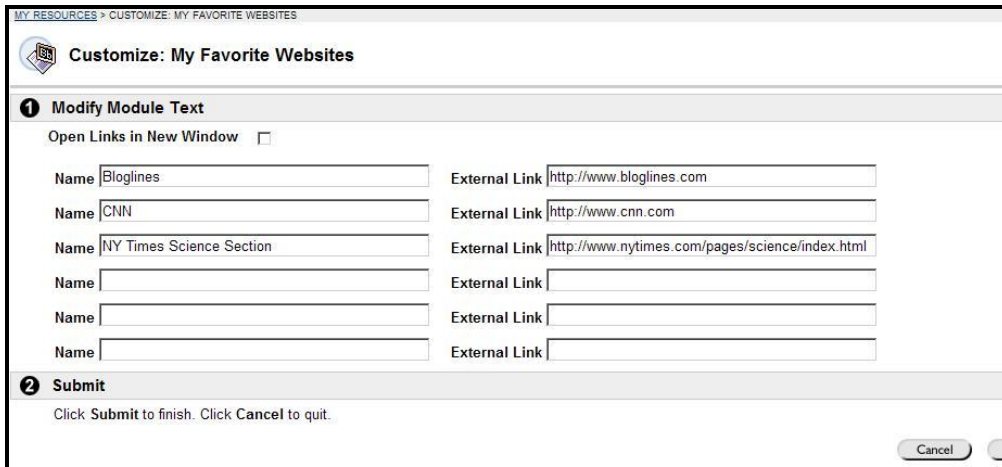
# My Resources

The My Resources screen displays.




## My Favorite Websites

- Names and URL addresses (external links), for websites that you visit often, can be added to the My Favorite Websites module.
  - In order to **modify the My Favorite Websites module**, click the **pencil icon** in the upper right-hand corner.



- If you would like each web page to open in its own window, click the box provided.
- Enter a **name** for each site you would like displayed. For example, Worcester State College.
- Enter the **external link (URL address)** for each site. For example, [www.microsoft.com](http://www.microsoft.com).

## My One Card Account

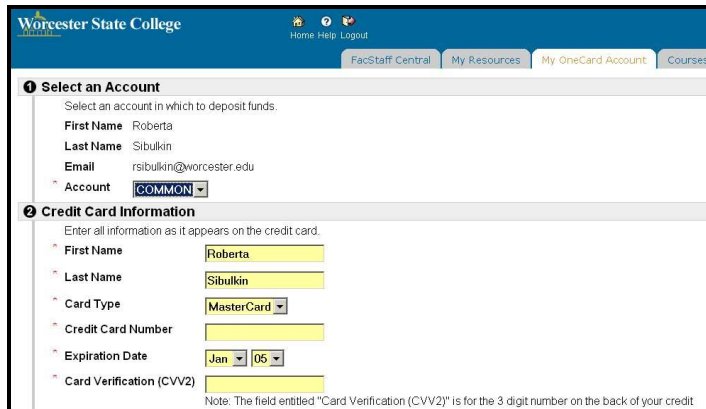
- This tab contains tools necessary for managing your OneCard account.
- View account balances, print OneCard statements, deposit Common funds, view transaction history, request e-mail notifications to let you know when a new statement is available or when your account falls below a specified amount, or report a lost or stolen card online.
- Clicking the blue links (Deposits, Transaction History, etc.) allows the user to obtain the desired information or perform the requested transaction.
- When reporting a lost or stolen card, the user also should notify Campus Police so they can deactivate the card's security access to campus buildings.
- Clicking a Detach  button, found in the upper right-hand corner of some modules, enables a user to detach the module into a separate window.

The calculator can be detached and moved by dragging on its title bar.

## Deposits

- Fields marked with a red asterisk are required.
- The Card Verification number is a three digit number found on the back of a credit card.

For example: 2230 **019** The last three digits are the card verification numbers.



The screenshot shows the Worcester State College OneCard account management interface. The top navigation bar includes 'Worcester State College', 'Home Help Logout', and tabs for 'FacStaff Central', 'My Resources', 'My OneCard Account', and 'Courses'. The main content area is divided into two sections: '1 Select an Account' and '2 Credit Card Information'. The 'Select an Account' section includes fields for First Name (Roberta), Last Name (Sibulkin), Email (rsibulkin@worcester.edu), and Account (COMMON). The 'Credit Card Information' section includes fields for First Name (Roberta), Last Name (Sibulkin), Card Type (MasterCard), Credit Card Number, Expiration Date (Jan 05), and Card Verification (CVV2). A note at the bottom states: 'Note: The field entitled "Card Verification (CVV2)" is for the 3 digit number on the back of your credit card.'

## Deposit Common funds into your OneCard account.

- When depositing funds, **only click Submit one time.** The system charges the specified amount to your credit card each time Submit is clicked.
- Credit card information is not retained by our system.
  1. Click the blue link titled Deposits
  2. Enter requested information into the blank fields.
  3. Click Submit and OK.

## LogOut

- IMPORTANT NOTE: Use the logout button at the top center of your screen—not the Lancermail logout button.
- Click Logout to exit the Community System.

