

## Johnson Hall Graduate Center's

# MS in Ag - New Student Checklist

## Network ID

Your Network ID allows you to login to myWSU, Email, Blackboard Learn as well as other WSU Resources. Applicants are sent an email which includes an invitation to create a Network ID and includes a temporary access code for setting up your network ID. Typically, this email is sent within a day or two of completing the application. If you aren't able to locate the email or if you are having difficulties, email [gradschool@wsu.edu](mailto:gradschool@wsu.edu). See <https://webutil.wsu.edu/apps/myNetworkProfileHelp/aboutUserIDs.aspx>.






## Review Your Admission Certificate

The WSU Graduate School will issue an official Admission Certificate. Review your Admission Certificate for contingencies, such as transcripts, or degree certificates. Detailed instructions are here <http://gradschool.wsu.edu/chapter-four-a/> (#5), including mailing addresses. A hold will be placed on your enrollment for your second term, until the contingencies are met.


## Accept Admission in myWSU

Once you have received the admission certificate from the Graduate School, you will be able to accept the Graduate School's admission offer. Please log onto [myWSU](#) and navigate to the Student Center. The navigation is Main Menu>Self-Service>Student Center. Simply click next to the green check to accept the offer of admission. If you haven't received an admission certificate yet and you don't see the green check, you may need to give the Graduate School just a little more time to process your admission. After you have accepted the admission in myWSU, it will take about 24 hours to update at which time a registration appointment time will be reserved for you.

▼ Admissions

[Apply for Admission](#)       Incomplete    Cancelled    Complete    Admitted    Confirmed

My Applications

Washington State University	Online	Agriculture, M.S.	2015 Sum		<a href="#">Accept or Decline</a>
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## WSU Email Account

Once you are fully admitted your WSU Email account will be activated. This is your official WSU Email account, so check it regularly as official WSU email communication from various WSU academic and student support offices and your professors will be sent to this WSU email account. Log into [Office365.wsu.edu](http://Office365.wsu.edu) with your Network ID and password to access your email. You can also find a link to Email Login at the bottom of the [WSU homepage](#) or from myWSU via the Quick Link tile.

Student email accounts are often targeted by phishing emails, which try to trick you into clicking on links and entering passwords. Never click on any link in an email unless you know it is legitimate. If you receive a suspicious email through your WSU email account, forward it to [abuse@wsu.edu](mailto:abuse@wsu.edu) where it will be investigated and, if necessary, blocked from sending future emails.

 **Admission Survey**

Prior to beginning your courses, please complete the Admission Survey and send via email to [Lisa Lujan](#).

 **Classes and Registration**

Once you have accepted the myWSU admission offer and you are fully admitted within myWSU, you will be able to register. You must register before the first day of class to avoid a Late Registration fee of \$25.00. The Schedule of Classes listed by semester is available both [here](#) and in [myWSU](#). Registration must be completed using myWSU. Please also review the [Courses and Registration](#) page to learn more about availability of approved MSAG courses.

[New Student Info for Global Campus.](#)

[Instructions on how to enroll in Global Campus courses.](#)

[Frequently Asked Questions for registration.](#)

Please also review the [Academic Calendar](#) for important dates and deadlines in each semester.

 **Blackboard Learn**

Blackboard Learn is WSU's learning management system and where you will access your courses. You will find information on [Blackboard Learn: How to get started](#) and also [Blackboard Learn Help](#). Once you are registered, log into your course space in Blackboard Learn at [learn.wsu.edu](#) or from myWSU (see the Quick Link tile for Email and Blackboard links). You can also navigate to the site directly at [learn.wsu.edu](#).

 **Tech support**

[Blackboard Learn Help](#)

Blackboard Tech Support - 509-335-4320 or 800-222-4978 and select 2, then 1 or [wsuonline.support@wsu.edu](mailto:wsuonline.support@wsu.edu).  
[Cougtech](#) – 509-335-HELP(4357) or 800-608-3839 or [cougtech@wsu.edu](mailto:cougtech@wsu.edu) For assistance with Network ID, Email, browsers, passwords or login.

 **Photo-Bio Release Form**

Complete the photo-bio release form which is provided at <http://cahnr.wsu.edu/academics/johnson-hall-graduate-center/> under "Documents". Email the document to [Lisa Lujan](#) in the Johnson Hall Graduate Center.

 **Update Address**

If you move, change phone numbers or e-mail addresses, please make those updates in myWSU.

 **Deadlines and Timelines**

Please follow the link to the [Deadlines and Procedures for Master's Degree](#). For information on academic deadlines see the [Academic Calendar](#).

 **Graduate Handbook**

Review the information for [Current Students](#) including important information from the [MSAG Handbook](#) regarding [Navigating your Degree](#) which includes a [Checklist](#) and [Registration and Enrollment](#). You are responsible for knowing the information in the handbook. Please bookmark and use it often to answer questions you may have. [MS in Agriculture Handbook](#)

### Office 365 Software Subscription

[Office 365](#) provides online access to Microsoft Office products for all active students. Students can also download these products on up to five devices. The software available includes Word, Excel, Outlook, PowerPoint, OneNote, and Skype for Business. This subscription is active as long as you are an Enrolled Student and starts the first day of the first semester you are enrolled in class. Actively Enrolled students can get their Office 365 Software Subscription [here](#). A video tutorial on how to install Office 365 is available [here](#). To access Office 365, go to [office365.wsu.edu](http://office365.wsu.edu) and enter your Network ID and password.

OneDrive space (1 TB) will be made available to **enrolled** students. You may already have your own personal OneDrive account, but this one is a separate, University-affiliated OneDrive account. **NOTE: If you do not anticipate being continuously enrolled semester to semester (excluding summer), you should avoid the University-affiliated OneDrive to avoid file loss due to non-enrollment.** You will see the drive identified as Washington State University (email.wsu.edu) to differentiate this from any personal OneDrive accounts that you may already have. OneDrive space will be decommissioned and removed when you leave the University (i.e. graduation or disenrollment). You will need to move your files to another storage system at that time. The OneDrive FAQ is [here](#).

If you have questions on Office 365 or OneDrive, contact [CougTech@wsu.edu](mailto:CougTech@wsu.edu), or 509-335-HELP.

### Library

[Library Services for WSU Global Campus](#)  
[WSU Online Library Tour](#)

## *Web Resources*

 [Washington State University Graduate School](#)

 [WSU's Virtual Tour](#)