

WCPSS @Home Access Portal

NCWISE Teacher Assistant Module (TAM)

Technology Services is pleased to offer WCPSS teachers access to the NC WISE Teacher Assistant Module (TAM) from their home computers. The following information will serve as a quick-start guide for accessing the application using the @Home Access Portal. Additional information can be obtained from the WCPSS Intranet at http://www2.wcpss.net/access_portal.

Getting Started:

Computer Requirements:

Your home computer must meet **ALL** of the following requirements

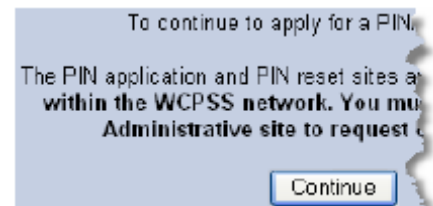
- Windows 2000 or higher
- Internet Explorer 5.5 or higher
- High speed internet access (e.g. Roadrunner, DSL)
 - **NOTE:** Dial-up access will work, but **is not** recommended

Applying for a Personal Identification Number (PIN):

IMPORTANT:

- PINS **expire** annually on **June 30**. You must **apply for a new PIN every year**.
- If you **already have a PIN**, you may skip this section of the PIN application process and begin following the instructions under the “**Logging in**” section of this guide.

1. Visit http://www2.wcpss.net/access_portal.
 - The PIN application process must be completed at a School or Administrative site.
2. Read through all information contained on this page. Make special note of the following conditions of use
 - Your home computer **must** meet the system requirements listed.
 - You will be required to install additional software (downloadable.)
 - WCPSS **cannot provide support** for home computers or problems associated with accessing the @Home Access Portal.
 - Portal access is provided, **as is**.
 - Please **do not** call or e-mail the Helpdesk.



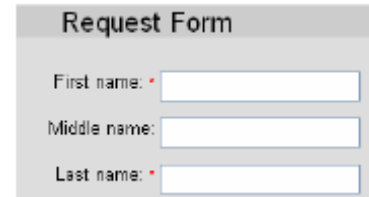
3. After reading all content on this page, click **Continue**.
4. Read through all information contained on this page. Make special note of the following:
 - A PIN will only be issued if the following User Agreement/Terms of Use Statement below is read and “accepted.”
 - Protect your PIN!
 - Never share your PIN with anyone.
 - We will never ask you to reveal your PIN for any reason.
 - PINS will expire at the end of the current fiscal year on June 30. You must apply for a new PIN every year.



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- After reading all content on this page including the User Agreement/Terms of Use Statement, click **Accept**.
 - A link to the WCPSS Acceptable Use Policy is provided

- Enter your **First name**, **Middle name** (optional) and **Last name** in the appropriate fields of the request form.
- Enter your **Lotus Notes E-mail** in the e-mail field (e.g. jdoe, not jdoe@wcpss.net)



Request Form

First name:

Middle name:

Last name:

- Enter your work **phone** number.
- Enter your **NC WISE id**.
- Enter your Principal's **Lotus Notes E-mail**. (e.g. jdoe, not jdoe@wcpss.net)

- Answer the remaining security questions.
 - Questions are randomly generated.
 - Remember your answers**. You will need the answers to receive your PIN.



Your height in inches

[View Acceptable Use Policy](#) I agree to the Acceptable Use Policy

* denotes required field

- View the **Acceptable Use Policy**.
- Click the checkbox indicating that you **Agree** with the Acceptable Use Policy.
- Click **Submit**.
- A **link** to obtain your PIN will be e-mailed to your Lotus Notes E-mail account.
- Upon clicking the link, you will be asked one of the security questions you answered during the PIN application process. You must provide the exact answer you provided previously.
- Upon successfully answering the security question, a PIN will appear on your screen.

Logging In:

1. From your home computer, click on **@Home Access** under the "Staff" link on the **internet** home page or <http://www.wcpss.net/staff/home-access.html>.
2. Select **NC WISE Teacher Assistant Module (TAM.)**

NC WISE Teacher Assistant Module (TAM) Login Instructions:

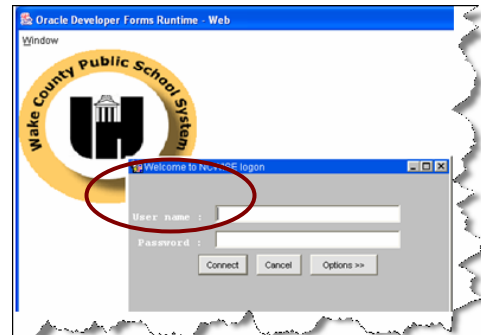
3. Click **Yes** on the Security Alert screen.



4. At the first Login screen (image not shown), enter your **Username** (Lotus Notes E-mail ID (e.g. jdoe)) and **Password** (the PIN provided.)

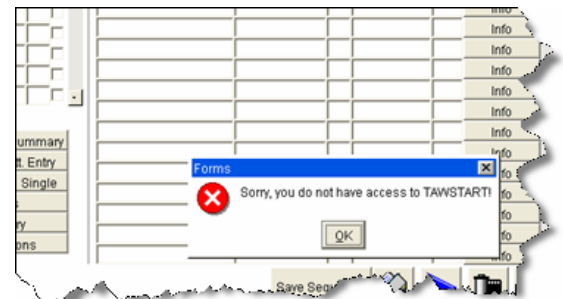
5. At the NC WISE login screen, enter your **NC WISE Username** and **Password**.

6. Click **Connect**.



NOTE:

- If you are **NOT** a teacher (a user of the Teacher Assistant Module or TAM), you will **NOT be allowed access** in to NC WISE.
- If you **are** a teacher, you will **NOT** receive the Forms error message. You will gain access to the TAM and can begin work.



7. You are now logged into the NC WISE Teacher Assistant Module (TAM) via the WCPSS @Home Access Portal.

