

Setup Guide

College Now



Western Iowa Tech
Community College

STEP 1

Sign in

1. Open Chrome 
2. Go to **My.witcc.edu**
3. Use the following sign in info.

Username

FirstName.LastName@my.witcc.edu

Password

Capitalized first letter of your first name, lowercase first letter of your last name, your eight-digit birthdate, followed by *witcc*

Example

Name: John Doe

Birth date: 01/28/2005

Username: John.Doe@my.witcc.edu

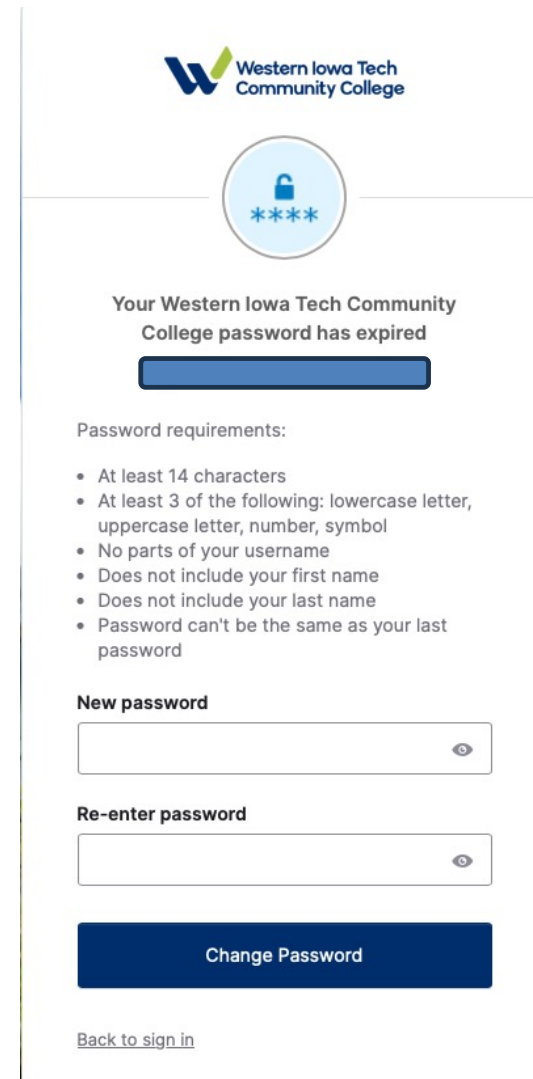
Password: Jd01282005witcc

*****Having troubles? Look in your high school email for an email with your log in information from College.Now@witcc.edu***

STEP 2

Change password

1. Follow directions on screen to change your password.



The screenshot shows the Western Iowa Tech Community College password change interface. At the top is the college logo. Below it is a blue circular icon with a lock and five asterisks. The text reads: "Your Western Iowa Tech Community College password has expired". There is a blue progress bar. Below that, it says "Password requirements:" followed by a bulleted list: "At least 14 characters", "At least 3 of the following: lowercase letter, uppercase letter, number, symbol", "No parts of your username", "Does not include your first name", "Does not include your last name", and "Password can't be the same as your last password". There are two input fields: "New password" and "Re-enter password", each with a toggle icon. At the bottom is a large blue button labeled "Change Password" and a link "Back to sign in".

Western Iowa Tech Community College

Your Western Iowa Tech Community College password has expired

Password requirements:

- At least 14 characters
- At least 3 of the following: lowercase letter, uppercase letter, number, symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last password

New password

Re-enter password

Change Password

[Back to sign in](#)

STEP 3 MFA SET UP

1.If phones are allowed in your school, follow step 4 – 8.

2.If phones are NOT allowed in your school, follow steps 9 – 14.

STEP 4 OKTA Mobile App

1. On your mobile device, download the **Okta Verify** app.

Available free from the App store or Google Play store.



Okta Verify

Business

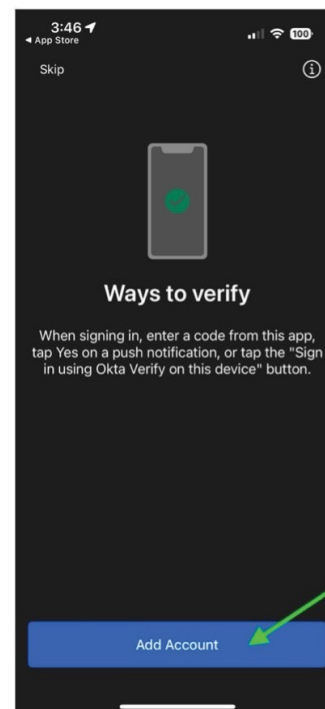
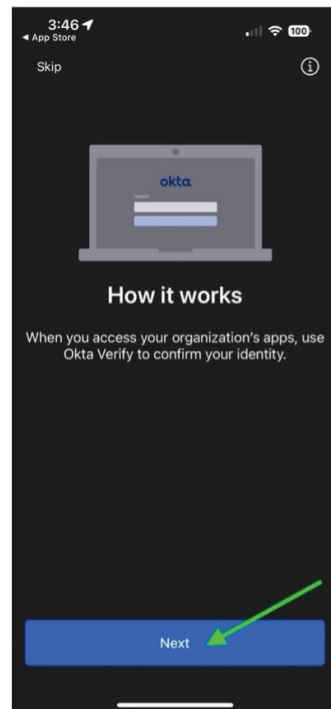
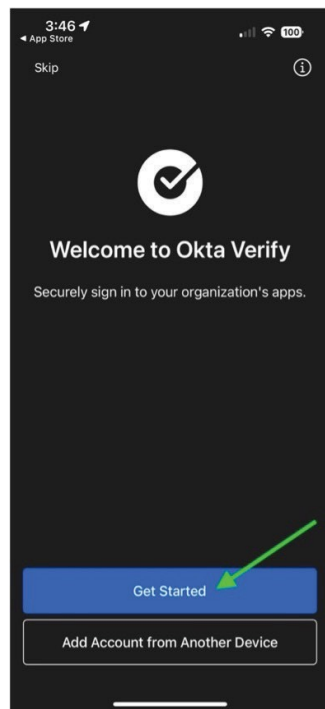
STEP 5

OKTA Mobile App Setup

1. Open **OKTA Verify App** on your mobile device

2. Follow the setup

Select **Get Started** > **Next** > **Add Account**

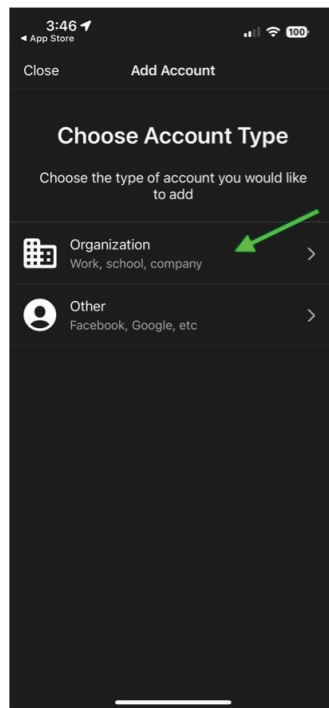


STEP 6

OKTA Mobile App Organization

1. Select **Organization**

Then select **Skip** on the next option.



2. After this, it will ask if you have your QR Code ready.
Select **Yes, Ready to Scan.**

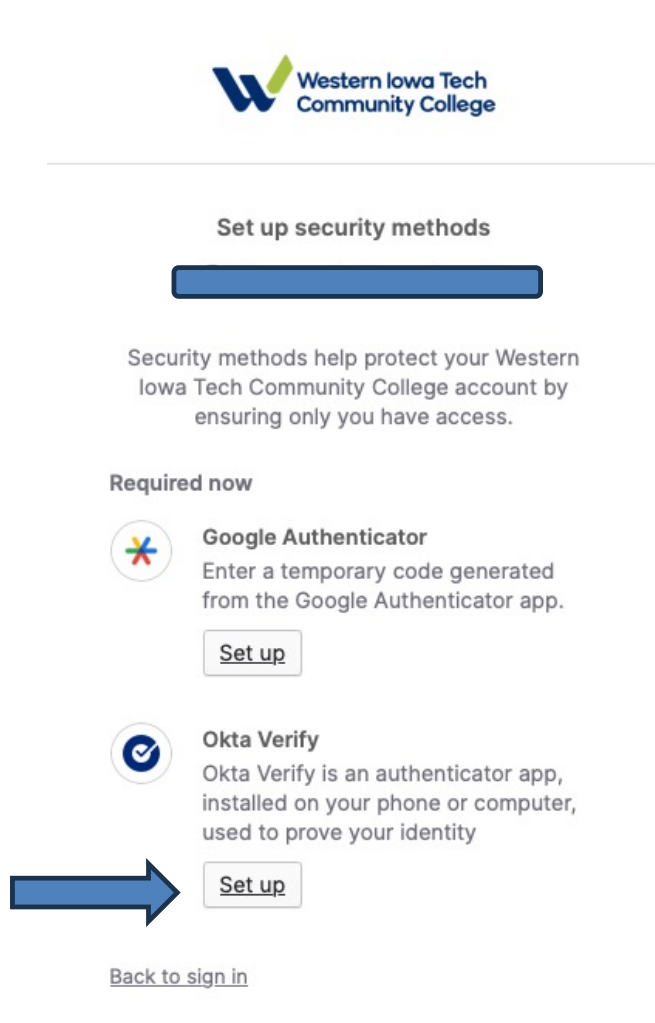
STEP 7

Okta Mobile App Organization

1. On your computer, click **Set Up**, under the OKTA Verify option.

2. **Scan the QR code** that is showing on your computer.

Hold your phone so that the QR code on your computer is inside the small box on your phone.

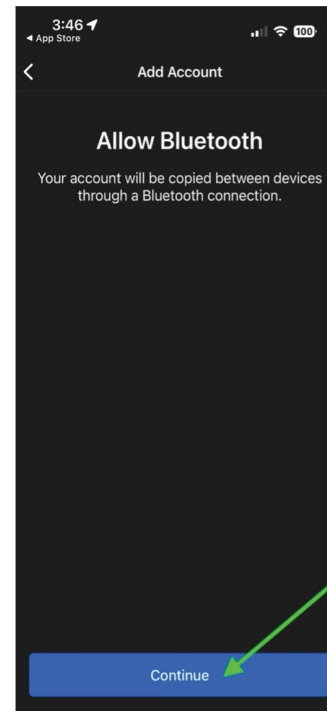
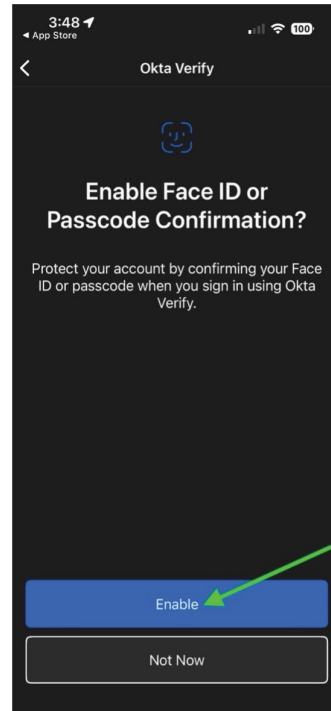
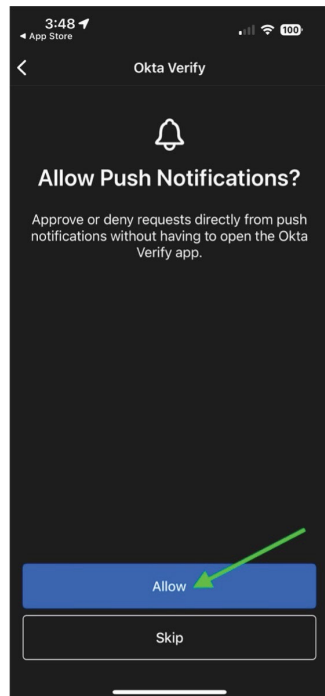


STEP 8

Okta Mobile App Settings

1. Confirm settings

Select **Allow** > **Enable** > **Continue**



2. Move on to step # 15

STEP 9

Chrome Extension

1. If no phones allowed, you use Google Authenticator through your computer.



Set up security methods

Security methods help protect your Western Iowa Tech Community College account by ensuring only you have access.

Required now



Google Authenticator

Enter a temporary code generated from the Google Authenticator app.

[Set up](#)



Okta Verify

Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity

[Set up](#)

[Back to sign in](#)

STEP 10

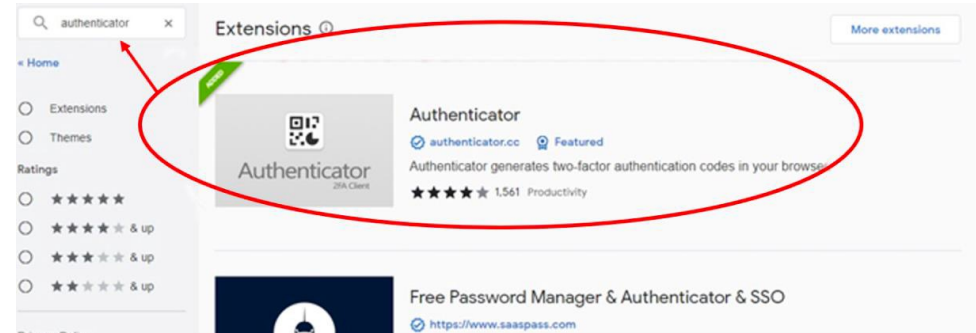
Download the extension

1. Open a new tab.

Go to:

<https://chrome.google.com/webstore/category/extension>

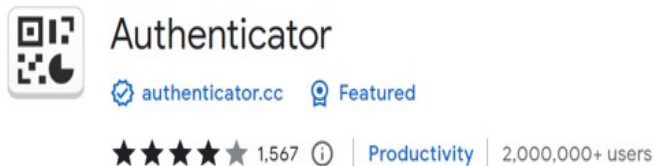
2. Type “Authenticator” in the search. Click on the option below.



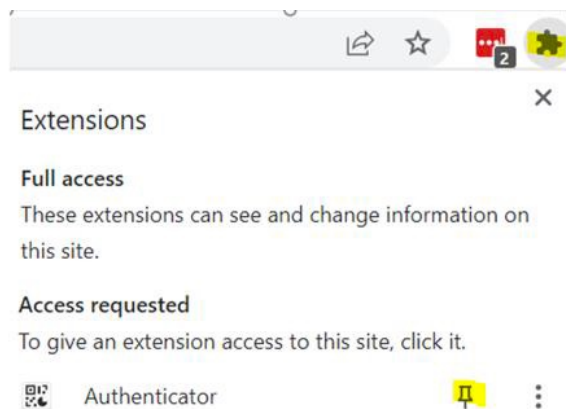
STEP 11

Add Extension to browser

1. Click "Add to Chrome"



2. You will see a "puzzle piece" icon in the upper right-hand corner by your search bar. **Click this puzzle piece icon.** You will be prompted with a drop-down option to pin this extension to the browser. **Click on the pin icon.**

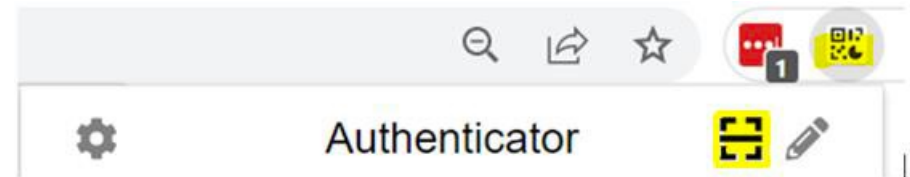


STEP 12

How to Scan MyWIT QR

1. Go to back to:
My.witcc.edu

2. **Click** the Authenticator extension icon on the top right of your Chrome browser. Then click on the square highlighted in yellow font below.

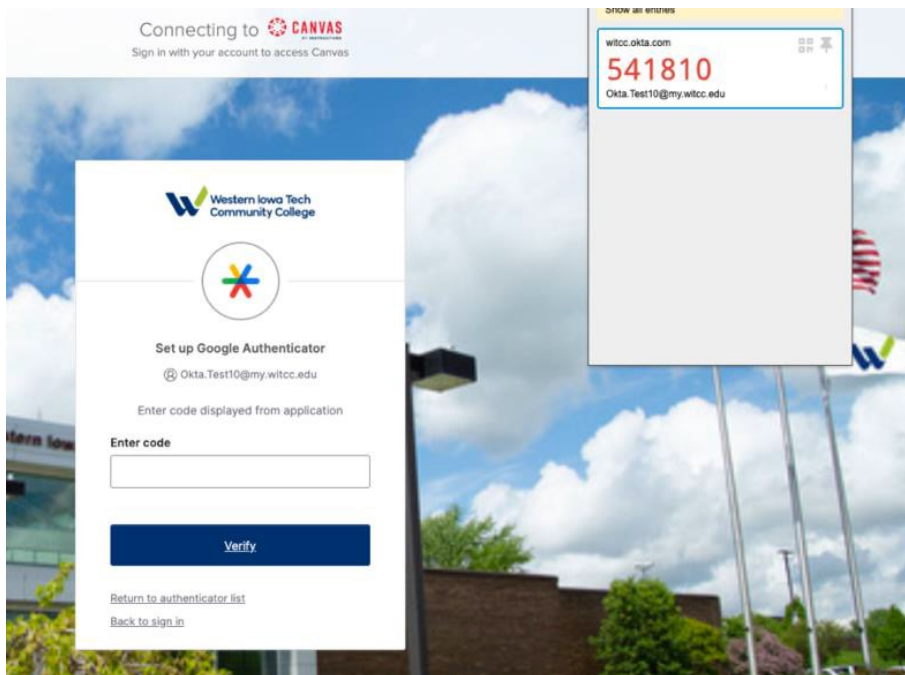


3. **Drag** the mouse over the **QR code**.

*Make sure it tells you it was successful.

STEP 13 Access your Code

1. You will now be able to click the Authenticator icon to access the code.

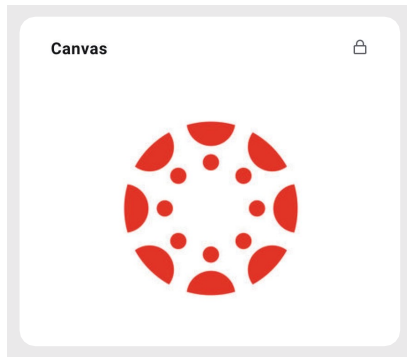


STEP 14 How to Copy and Paste Code

1. **Click** on the Code given to you.
2. A pop up will ask to allow the copy feature.
3. **Select Allow.**
4. Now, every time you open the code, **click on it to copy and then you can paste it.**

STEP 15 CANVAS Dashboard

1. In MyWIT, click on **Canvas** card

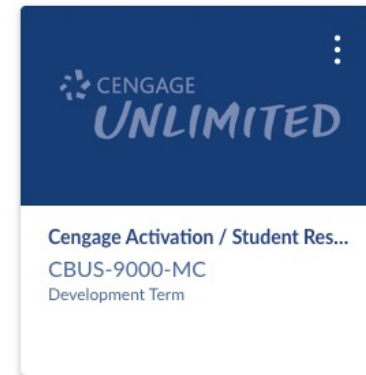


2. Find your course in “**All Courses**”



STEP 16 Cengage/Textbook Access

1. Click on your **Cengage Unlimited course**



2. **Click** the Cengage Unlimited **link**.

3. **Click** the grey box to load Cengage in a new window.

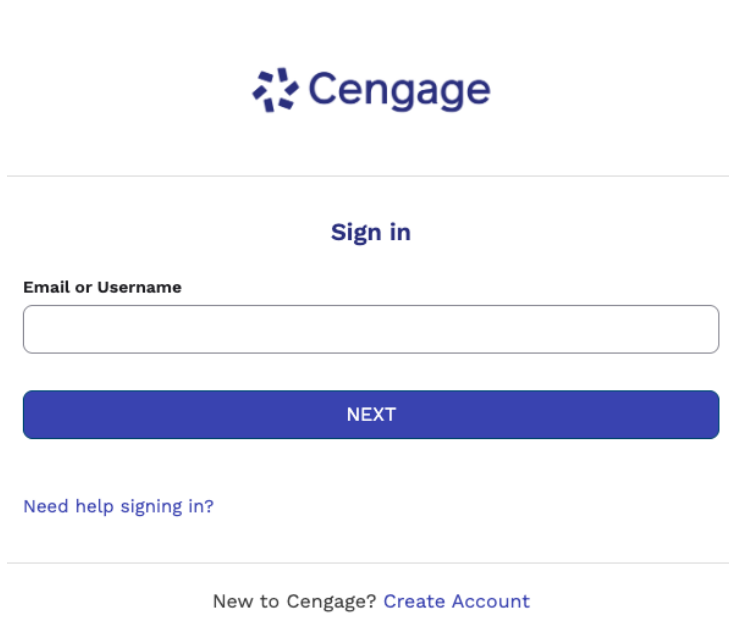
Load Cengage Unlimited Activation in a new window

**Don't see your course in here? Please reach out to your counselor.

STEP 17 Cengage Account

1. **Returning Students**, your Cengage Unlimited account may already populate.

a. If your account populates, you will **find your book** in your Canvas modules for your course.



The screenshot shows the Cengage sign-in interface. At the top is the Cengage logo. Below it is a 'Sign in' heading. Underneath is a label 'Email or Username' followed by a text input field. Below the input field is a blue button labeled 'NEXT'. At the bottom of the sign-in section is a link 'Need help signing in?'. Below the sign-in section is a horizontal line, and at the very bottom is a link 'New to Cengage? Create Account'.

STEP 18 New Student Cengage account

1. New students, click “**Create Account**” at the bottom of the page.

2. Create your account using your MyWIT email.

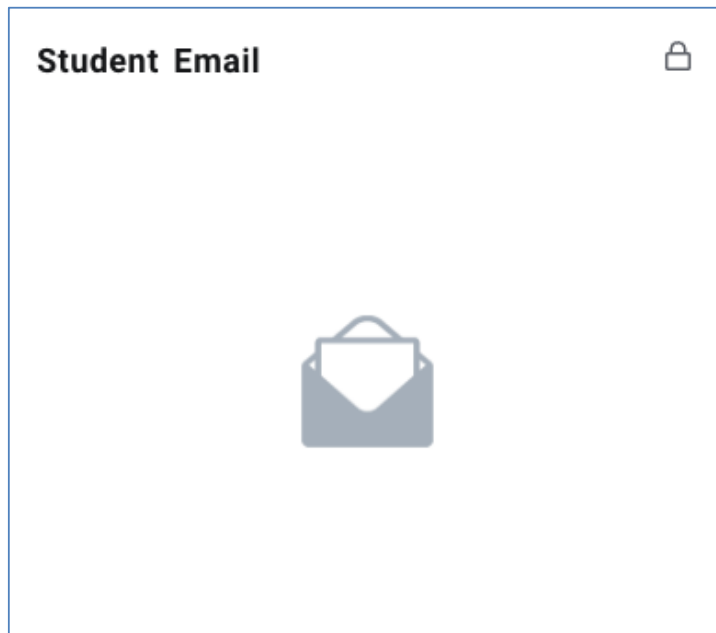
FirstName.LastName@my.witcc.edu

New to Cengage? [Create Account](#)

3. Fill out all your information.

STEP 19 Student Email

1. Access your **MyWIT email** to get your activation code.
2. Go back to your **MyWIT** homepage.
3. **Click** on the “**Student Email**” card.



STEP 20 Activation Code Email

1. Log in to your email

Username

FirstName.LastName@my.witcc.edu

2. Copy the Activation code in the email sent.
3. Paste into the Cengage code box.
4. **To access your books, please review your course syllabus and modules to find your book link.**

****If you do not follow these steps, you will be prompted to pay for your book access and will be locked out of the book after 10 days.**

ALL DONE
You did it!



Western Iowa Tech
Community College