



Good morning,

Welcome to William James College from the department of Online and Professional Education!

As you begin your educational journey here at William James College, we want to make sure you are familiar and comfortable with our various technology tools and services. The William James College **Student Technology Orientation course** is an online, self-paced course that will walk you through our various technology systems. It can be completed in one sitting or over time, and in total it should take no more than 30 minutes to complete. We recommend completing the course before the first day of class. The course is housed in our new learning management system, Canvas, which is also the place that your upcoming academic course pages reside. **IMPORTANT: Your course pages may not be visible in Canvas until closer to the first day of class. If you have questions, please contact your instructor.**

To access the Student Technology Orientation Course:

1. Login to WJC's One Login page: <http://login.williamjames.edu>
If you have not yet activated your school email account, you will need to do that first! If you haven't received instructions on how to activate, please contact support@williamjames.edu ASAP!
2. Select **Canvas** from the list of tools that appears.
3. Locate the **Student Technology Orientation** course that appears on your dashboard.
If you do not see the course listed, please email Caroline_Foley@williamjames.edu
4. Click the course name to begin. You can return at any time!

If you have any questions about the **Student Technology Orientation** course, please contact Caroline Foley, Online and Professional Education Department Coordinator at caroline_foley@williamjames.edu. If you have questions about **your schedule, enrollment, or general school related questions**, please contact your department chair, or advisor.

Have a great semester!

Jenny Hopf

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