

WesPortal Login and Email Access Information for New Hires

WesPortal

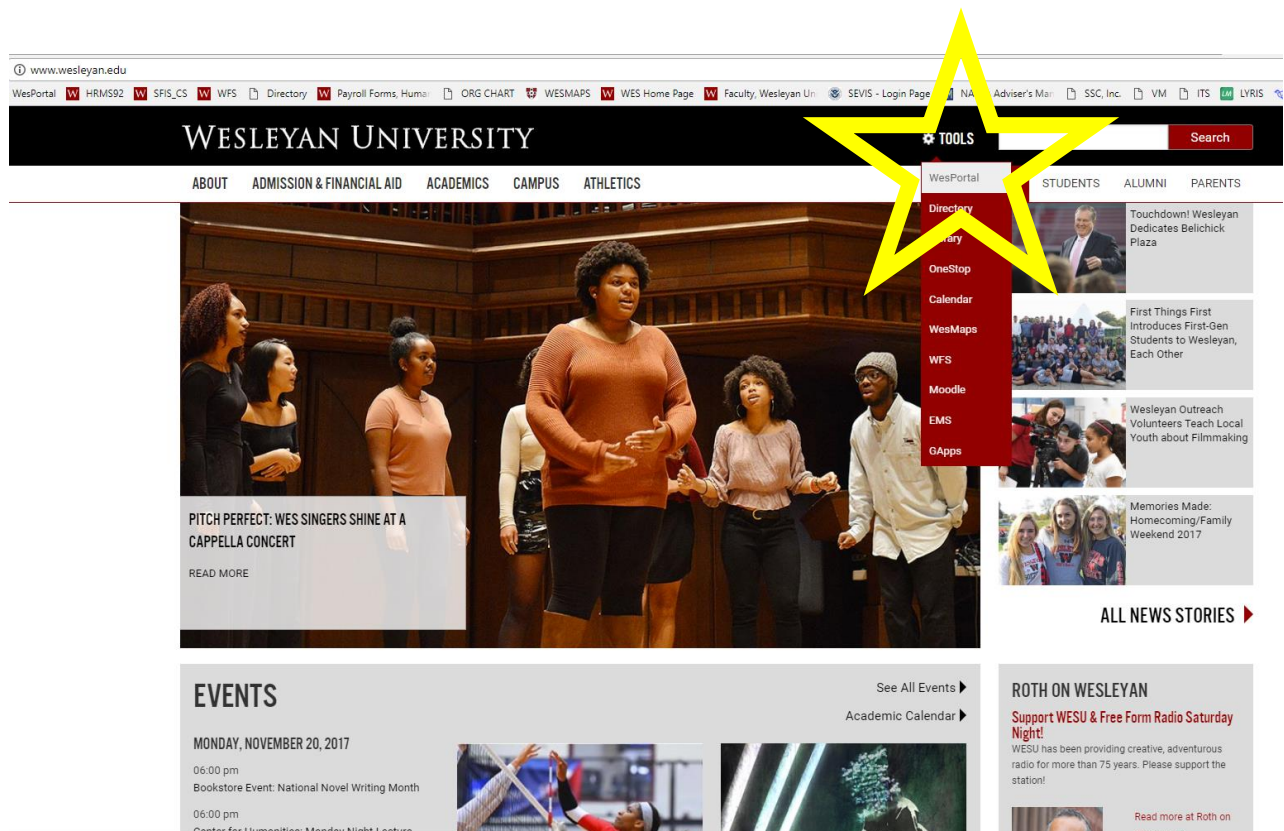
- You will use your WesPortal to access most tools and resources at Wesleyan including class lists, moodle, and grading.
- You can access your WesPortal directly by accessing <http://portal.wesleyan.edu> or by clicking on “Tools” and then WesPortal from Wesleyan’s main homepage as indicated below.
- Please click the "Forgot Your Password" link to set up your password the first time you log in.

Wi-Fi

- Your Wesleyan username and password are also used to connect to Wesleyan’s secure Wifi (AirWes)

Email

- As soon your email address is generated, it will appear in the directory (<http://www.wesleyan.edu/directory/>).
- You can access your email via your WesPortal (<http://portal.wesleyan.edu>) by clicking on the “Communications Tab” and then “Email” and then “Office 365”.
- You can change your Wesleyan password by accessing “My Information” in your WesPortal and clicking on “Change Password”.
- All of your official communication with students and Wesleyan will be through your Wesleyan email address.



The screenshot shows the Wesleyan University website homepage. At the top, there is a navigation bar with the university name and a search bar. Below this is a secondary navigation bar with categories like 'ABOUT', 'ADMISSION & FINANCIAL AID', 'ACADEMICS', 'CAMPUS', and 'ATHLETICS'. A large yellow star is overlaid on the page, pointing to the 'TOOLS' menu in the top right. The 'TOOLS' menu is open, showing options: 'WesPortal', 'Directory', 'OneStop', 'Calendar', 'WesMaps', 'WFS', 'Moodle', 'EMS', and 'GApps'. The main content area features a large image of a group of people, with a text overlay that reads 'PITCH PERFECT: WES SINGERS SHINE AT A CAPPELLA CONCERT'. Below this image is a 'READ MORE' link. To the right of the main image is a sidebar with several news stories, including 'Touchdown! Wesleyan Dedicates Belichick Plaza', 'First Things First Introduces First-Gen Students to Wesleyan, Each Other', 'Wesleyan Outreach Volunteers Teach Local Youth about Filmmaking', and 'Memories Made: Homecoming/Family Weekend 2017'. At the bottom of the page, there is an 'EVENTS' section for Monday, November 20, 2017, listing a 'Bookstore Event: National Novel Writing Month' and a 'Center for Humanities: Monday Night Lecture'. To the right of the events is a section titled 'ROTH ON WESLEYAN' with a sub-heading 'Support WESU & Free Form Radio Saturday Night!' and a brief description of the radio station's history.