WIDS Guide: Student Services

Access WIDS at https://watc.wids.org or find the link on myWSUTech > Faculty page > under Faculty Links.

Signing In

Your username will be the same as your sign in for WSU Tech systems (ex: jsmith1). Your password **does not** update with the WSU Tech system, so it will be whatever you set it up as.

- Not sure what your password is? On the WIDS page, select the forgot your password option, put in your username, and it will email you a temporary password. Alternatively, contact itas@wsutech.edu and they will reset it manually.

- Want to change your password? Once signed in, select the profile icon in the upper right corner, then select Change Password from the dropdown menu.

Look up a Program

On the landing page in WIDS, use the search bar to look up any course or program. To the left of the search bar, use the dropdown menu to specify Course or Program. Select Advanced Search to expand the search menu options to include Status (Active, Future, Expired, etc.)

- You can search for keywords in the search bar, not just prefixes.

- Leave the search field empty to view all Programs/Courses/both in WIDS.

- When you find the Program in the search results field, double click on the line to open the Program.

- For a list of all Future Programs, leave the search field blank, change the **All** dropdown menu to Programs, change the **Advanced Search** options to include only Future, then select the magnifying glass to search. All Future Programs will be displayed in the search field.

Find Program Graduation Requirements

Once in the Program, select Program Courses in the orange menu bar running horizontally across the screen. Select Program Configuration in the blue menu bar on the left side of the screen, then select Program Configuration again in the white dropdown menu.

- A list of this program's active configurations will appear. Select the Future option if you need to view Future configurations.

- Select a Configuration to view total credits and courses required. If the configuration has electives, you will find the electives line in the required course list, then can reference the electives list below.

Find Course Descriptions and Pre-requisites

On the landing page in WIDS, search for a course using the search bar. Double-click on the course in the search results that you want to view.

- The Course Description will show on the course landing page.

- To find the pre-requisites for that course, select Pre/Corequisites from the white menu on the left.

Quick Prints

Any time you see the Quick Prints option in the blue menu on the left in a Program or Course, you can select it to open a drop-down menu to see what options there are to print from this section in WIDS.

- The Course Description will show on the course landing page.

- To find the pre-requisites for that course, select Pre/Corequisites from the white menu on the left.

- Example: Program Configuration Quick Prints. In a Program, navigate to Program Courses, then select Quick Prints in the menu on the left, and select Program Configurations in the white drop-down menu. A preview with the default **Show/Hide Options** will appear for that Program's Configurations. Hover over the **Show/Hide Options** item in the blue menu above the preview area to modify what you want to see on the document. Select the green arrows to update the preview after changes have been made. When you have it set the way you want, select **Export** in the blue menu, and choose the document type you want to export it as (Word or PDF). The document will download to your computer.

Report Central

WIDS has a report creation tool which can give you a lot of information about a program or course in a document which is emailed to you. This report can be modified to show/hide any information you want.

- On the WIDS landing page, select Report Central in the menu on the left.

- In the **Units** box at the top, select the plus ⊞ next to Academic Affairs, then select the plus ⊞ next to the Subunit to expand the list to Programs within that Subunit.

- At this point, you can select the box to the left of the Program to select all courses under that Program, or if you want a specific course select the plus ⊞ next to the program and select the box next to the course you wish.

- In the preview box below, select Preview to see what the first page of the report will look like. This may take several seconds to generate. Use the **Show/Hide Options** button in the blue menu above the preview area to narrow down what you want the report to show. Select the Preview button again to update your changes to see what the report will look like.

- When you have the selections as you want them, enter the document name in the field just above the preview area and select Submit. A green bar will appear briefly that states the job has been submitted. The report will be emailed to you (this can take a few minutes to a few hours depending on the size of the report).

Questions? Contact itas@wsutech.edu