

Go West Early SOP

Students will use both CCS email and West Ga email

- GoWestEarly coordinators will communicate through CCS email only
- WestGa professors will communicate through West Ga email only
- Students can accomplish everything for their courses on a CCS issued Chromebook
 - Students will log into the Chromebook with their CCS email address
 - Once logged in, they will be able to add their West Ga email as a secondary

West Ga has a web portal (Similar to Clever) that allows students to access all of their applications (westga.onelogin.com)

- West Ga Gmail
 - Students will need to add their UWG email when they click this button
 - They can find their email address by clicking on their profile in top right corner
 - This will take them to an information page with their email address
 - They also have the option to forward the UWG emails to their CCS email address
 - We don't recommend this, but the West Ga coordinator will bring this up to the students
- West Ga O365
 - This is the one they will use for their assignments
 - This is the web version and does not need to be downloaded
 - This will work on Chromebooks
- Course Den
 - This is their main application they will utilize
 - Has their assignments & grades

[Click Here for a slide deck with pictures and instructions on accessing O365 and adding the students email address.](#)