


QUICK GUIDE TO WILS

How to log onto and use WILS Online

Rise, and shine.

- ❖ Log onto WILS Online by opening up the 'Home page' of the University of the Sunshine Coast Website and navigating your cursor to the left hand bottom of the webpage/screen to the small arrow in the corner. Hover your cursor over this arrow and a 'pop up' menu will appear to reveal the 'Login' button.
- ❖ Under the Student services heading click on to WILS Online. If you experience any difficulty with 'Log in' you can also log in via the following link: <https://wilsonline.usc.edu.au/WILSONline>
- ❖ The Home page of WILS Online will open. Select '**NURSING & MIDWIFERY**' from the drop down list of 'Visit Study Area' and click on 'GO'.
- ❖ You will be taken to the **NURSING & MIDWIFERY** 'Home page'. Choose '**Student**' as the 'Role' from the drop down box on the left hand side - enter your USC 'Username and Password' then click the 'Sign In' button.
- ❖ Once you have logged in - the **NURSING & MIDWIFERY** 'Home page' will be activated.
- ❖ '**Home**' will show the following:
 1. Welcome Page
 2. Announcements, Mandatory requirement information and Student Resources
- ❖ '**Placements**' will show the following:
 1. If your current placement has been posted it will be displayed here
 2. Important dates are displayed on the right hand side of this 'Placements' page

Click on the red Details tab to see more information about your placement. Any current notes and documents regarding this placement are listed here.

'Forms' any eForms attached to placement groups are listed here. Click on the  icon to open the form. *(Refer to Quick Guide to Electronic Forms for further information).*
- ❖ '**My Details**' will show the Next of Kin details held on file and details of your Major *if applicable*.

- ❖ **'Checks'** displays any mandatory requirements with due dates and their status here.
 - ❖ **'History'** will show your placement history.
- 'Documents'** will enable you to view, add and download relevant documents throughout your placement.
- ❖ To 'Log out' of WILS Online click on the arrow next to your 'Name Icon' – right hand top of screen.

PLEASE NOTE

- ❖ **We use your USC email account to notify you of any announcements**
- ❖ **If possible add your USC email account to your smart phone**
- ❖ **Go to: Settings / Mail / Add Account / Microsoft Exchange / enter details**
- ❖ **Contact Student IT Services on (07) 5459 4455 for assistance**