Post go-live Checklist

This checklist is designed for the core service offices to consider necessary steps to begin utilizing myWCU 9.2.

Here are some items that might help you and your team reorient after the 9.2 upgrade.

Task	Description	Resources	Timeline (if applicable)
Take a minute to acknowledge that any change (even good improvements) can be challenging	Let the team know that while we're excited for the upgraded system, we know it will take some getting used to. It's ok to take a few extra minutes to complete tasks that may have previously been intuitive. We'll get used to it!	Remember: Give GRACE, not GRIEF! (this applies to yourself too!)	Regularly. Whenever helpful. As often as needed.
Don't sweat it….SEARCH it!	Can't find what you need. Don't take too long to search for it. Utilize the search feature!	Searching for information in 9.2: https://youtu.be/4UxufJzf-FA	
Join us in a zoom room!	We have a post-launch zoom room setup for faculty and staff. Jump in with any questions or concerns you have!	To join, email Tiffany Marsilio at tmarsilio@wcupa.edu for the zoom information.	Tuesday, September 22nd – Wednesday, September 23rd from 8AM – 4PM
Add your favorites back	Take a moment to favorite the pages you use most often.		
Training Website	We have a robust training website being developed that will share user guides and printscreens of the student, faculty, staff experiences.	URL TBD. We are intentionality not launching the website at this time to avoid student confusion regarding the difference between myWCU 9.0 and 9.2.	
Overwhelmed? Take a minute and watch a 9.2 training video.	Introduction: https://youtu.be/4UxufJzf-FA Searching for information in 9.2: https://youtu.be/4UxufJzf-FA An overview of the Faculty experience: https://youtu.be/ki-0zmuyXiI An overview of the student experience: https://youtu.be/had77P-ZYW4		Anytime!