# Welcome Home Tigers!

We are excited to welcome you to campus in just a few weeks.  New student move in day is Thursday, August 24th from 9 am – Noon.  Returning students can move in either Saturday, August 26 or Sunday, August 27th from 9am-5pm.  If you are arriving early to campus for an early arrival group, please contact your group coordinator for your move in instructions.

NEW STUDENTS

Before arriving on campus, please double check your Housing Assignment in the Housing Portal- http://housing.wittenberg.edu (Sign in with Wittenberg Email & Password). You will be able to see your assignment and your roommate in the "Assignments" box on the Home Page. (You can also see your meal plan and Mailbox number on this page!)

Label **ALL** your boxes, bags, and items with your last name, your hall, and your room number. This is to ensure that all the volunteer helpers know where to bring your things.

Below you will find a check in time based on the first letter of your **last name**.  Please stay in this time frame so we can keep check-in moving and avoid long lines.

You will go directly to your hall for check-in.

Please see the maps here to find your route to your hall.

New incoming student meal plans begin on 8/24 with lunch, if parents want to join their student in the CDR, they are able to pay at the cashiers station.

| Time | First Letter of Last Name |     | Time | First Letter of Last Name |
|------|---------------------------|-----|------|---------------------------|
| 9-9:20 | H, I |     | 10:40-11 | U, V, W, X, Y, Z |
| 9:20-9:40 | J, K, L |     | 11-11:20 | A-B |
| 9:40-10 | M,N |     | 11:20-11:40 | C-D |
| 10-10:20 | O, P, Q, R |     | 11:40-noon | E, F, G |
| 10:20 – 10:40 | S, T |     |  |  |

RETURNING STUDENTS

You can check in either Saturday (8/26) or Sunday (8/27) from 9am to 5pm. You <u>do **not**</u> have to sign up for a time. You will report to Shouvlin Center atrium outside of 101 (Student Development) to check in and pick up your key.  Returning students' meal plans begin on 8/27 with dinner.

DINING

Your current meal plan is viewable on your Housing Portal under the Dining Box.  New incoming student meal plans begin on 8/24 with lunch and Returning students meal plans begin on 8/27 with dinner.  If you want to make changes to your meal plan you can do so in the Portal until 8/31. If you are having

trouble changing your meal plan or your swipe isn't working at CDR, please email housing@wittenberg.edu or see Kristina in Shouvlin 101 for assistance. It is your responsibility to communicate with us if your swipe isn't working in CDR.

WIRELESS HALL ACCESS

You should have received an email through your Wittenberg email account that will turn your smartphone into a key for the external doors of the Residence Halls. The email will come from "Wireless Credentials" and the subject line will contain "[EXTERNAL] Access Your Mobile Credential". Do not delete the email. Open the email on your smartphone and follow the step-by-step instructions. Once you have set up your account, you will have access to your residence hall.

During the set-up process you will download an app to your phone called ICT Protégé Mobile. The Protégé app uses Bluetooth technology to unlock doors. If you're having trouble finding the email, search for "Wireless Credentials".

Since the app uses Bluetooth technology, when you are setting up the App, ensure you give permission to access Bluetooth. **Note – Some Apple users have had issues when using the App. Typically, it is a Bluetooth issue. If you try to use the App and it opens your Apple wallet, close Apple wallet and check to ensure you've given the Protégé' App Bluetooth permissions. The app must be opened or running in the background to unlock the doors.

To unlock the doors, approach the door sensor with your phone. You can either shake your phone or touch the back of your phone to the sensor. The app has settings you can change to make it so the door sensor will unlock the door at a farther distance away.

Tips & Tricks
- Make sure that both the "proximity unlock" and "shake to unlock" buttons are selected "they will be dark if they have been selected and light if unselected.
- Make sure the "Bluetooth Proximity" is toggled all the way to the right to where it says "Far."
- When you first install the app, you can require a password, that is an unnecessary step you will have to do every time you want to unlock the door if you choose it.
- When approaching the door, open the app before you get there and make sure you are on the Mobile Credentials screen.
- Shaking doesn't work as well as tapping the back of your phone to the sensor.

Click here for a step by step guide with screenshots.


If you have any questions, feel free reach out to housing@wittenberg.edu