- College News and Events
- Induction information to help get you started
- Fees and Funding
- Student Information, Advice and Support Services
- Wellbeing and Counselling Services
- Absence, Self-authorised Absence Certificates and Medical Certificates
- College Calendar – holidays, teaching blocks and important dates
- Jobs, volunteering opportunities, work placements and work experience opportunities
- Get support with your studies through 'Enabling Services' and 'Essential Skills'
- College policies, procedures and guides for students
- The Students' Association – 'making the student voice heard'
- Student Discounts and Offers
- Check your information is correct
- Tell us about any changes to your information
- Complaints

myday

MyDay is a mobile app for Apple or Android devices giving you access to:

- Your timetable
- Attendance information
- Self-certification for absences
- Results
- Moodle (VLE)
- College News and Events
- Induction information, advice and support
- Students' Association
- Student Wellbeing and Counselling
- Enabling Services and Essential Skills
- College calendar and holidays
- Your student email account
- Microsoft Office 365 and OneDrive storage
- Your remaining print balance for the month
- Library PC availability and loans
- Work placements, jobs and volunteering opportunities
- Student Discounts

How do I log into MyDay?

Download the app from the iPhone App Store or the Android Google Play Store then log in using your Student Email Address (studentNumber@live.wcs.ac.uk) and your college network password (by default this is your date of birth in the format of DDMMYYYY)

What if I don't have an Apple or Android smartphone?

MyDay is also available as a website at https://wcs.mydaycloud.com or through the Student Intranet at http://student.westcollegescotland.ac.uk

Attendance

Good attendance and punctuality are key factors in progress, attainment, successful outcomes and employability. The College expects students to attend their timetabled activities, to be punctual and to make good progress in coursework and assessment.

Absence

Illness or wider personal circumstances may impact on attendance, punctuality, progress or attainment. It is important to discuss anything of concern with your Guidance Tutor, Course Leader or one of our Student Advisors as soon as possible.

▸ Self-authorised Absence Certificate (shown as register mark 'C')

Students have an allowance of Self-authorised Absence Certificates. Each certificate will cover up to one full day of absence. The allowance varies depending on the mode of study (e.g. full time, part time) and duration of the course. Students enrolled on a 36-week full time course can use up to five certificates per 12-week teaching block.

Use MyDay to request use of a Self-authorised Absence Certificate. Look for the stethoscope icon in the mobile app (or web page).

▸ Medical Absence (shown as register mark 'D')

You do not need to use a Self-authorised Absence certificate if you have a valid medical certificate, sick line or hospital appointment letter. Instead, place a copy of the medical document into the mailbox at Student Advisory Services.

▸ Authorised Absence (shown as register mark 'X')

If there are extenuating circumstances or wider personal circumstances the College may consider a short-term authorised absence. Discuss this with your Guidance Tutor or Course Leader.

▸ Unauthorised Absence (shown as register mark 'A')

Any absence not covered by the above and is not due to an adverse situation affecting the College or a campus (e.g. closure due to adverse weather) is considered an unauthorised absence.

Our contact details

T. 0300 600 60 60   E. info@wcs.ac.uk   or   firstname.surname@wcs.ac.uk

Student Email Account

Your student email account is in the format of studentNumber@live.wcs.ac.uk – this can be accessed through MyDay or online at https://outlook.office.com. Your password is the same as your college network password.

OneDrive (cloud file storage)

You can now save your files and coursework to your OneDrive. The means you no longer need to store your work on a USB drive. Your OneDrive space is accessible in college, at home and on mobile devices during the current teaching year. Remember – if you want to keep your work, download a copy before you finish this year of study.

Microsoft Office 365 (Word, Excel, PowerPoint and more)

The Microsoft Office suite is free for you to use in college, at home and on a mobile device – this can be accessed through MyDay or online at https://portal.office.com

Log onto a college computer or into Moodle

Your username is your Student Number. This is a 9 digit number. If you do not know this, ask your lecturer or a Student Advisor.

Default Password

Your default password is your date of birth in the format of DDMMYYYY. You will be asked to change this as soon as you log into a college computer system.

Forgot Your Password?

Ask a Student Advisor, Librarian or a member of staff from the IT team to reset this. You will be asked for your Student Card to confirm your identity or asked a series of challenge questions. If you do not have your Student Card, go to Student Advisory Services.

Free WiFi on Campus with eduroam

Most areas of most campus buildings have free WiFi coverage provided by **eduroam**. If you are asked for a username and password, your username is your Student Number or your student email address (studentNumber@live.wcs.ac.uk). Your password is your college network password. Note, an Acceptable Use of IT policy is in force.

Student Card

Ask a Student Advisor to print your Student Card after you have fully enrolled on your course. Your course enrolment link is normally sent by email after your induction.