



MyDay is a mobile app for [Apple](#) or [Android](#) devices giving you access to:

- Your timetable and Digital Student ID Card
- Moodle (VLE)
- Microsoft Teams
- Office 365 (Word, Excel, PowerPoint, ...)
- College News and Events
- Induction information, advice and support
- Your Student Email Account
- Your Attendance Record
- Your Results
- Your Personal Information
- Students' Association
- Student Wellbeing and Counselling
- Enabling Services and Essential Skills
- College calendar and holidays
- Your remaining print balance for the month
- Library PC availability and loans
- Work placements, jobs and volunteering opportunities
- Student Discounts



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-authorized 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

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 at all timetabled activity (on campus, online or elsewhere) are key factors in progress, attainment, successful outcomes and employability. The College expects students to attend their timetabled activities, to be punctual, to make good progress in coursework and assessment and to ask for help and advice when needed.

Absence

Illness or wider personal circumstances may impact on attendance, punctuality, progress or attainment. If you are absent for any reason, you must let your Lecturer(s) and Guidance Tutor know. Email: firstname.surname@wcs.ac.uk

If there is something worrying you, it is important to discuss this with your Guidance Tutor, Course Leader or one of our Student Advisors as soon as possible.

▶ [Medical Absence \(shown as register mark 'D'\)](#)

If you have a Medical Certificate, Fit Note/Sick Note, please take a photograph of all sides and send this to OnlineServices@wcs.ac.uk along with your Student Number and Date of Birth. It may take up to 3 working days for your Student Attendance Record to be updated.

▶ [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. This 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?

Call 0300 600 6060 and ask for a Student Advisor or email info@wcs.ac.uk with your Student Reference Number, Date of Birth and the subject line 'Password Reset'. Lines open Monday to Friday, 8.30am to 4.30pm.

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.

Digital Student ID Card

Your Student ID Card is digital. Look for the Student ID Card Tile within the MyDay app.