



Online Electronic Notary Class Checklist



Please make sure that you do all of the assignments before the class starts.

PLEASE DO THE FOLLOWING:

Google Chrome
Please make sure that you have Google Chrome downloaded. This is the browser that you must use for the Notary class.

Wake Tech Email
Please make sure that you know your Wake Tech email and that you can login to it. To access your email, you must go to Office 365. There are a few places to access it. On the Wake Technical Community College home page (www.waketech.edu), look for the gray bar at the bottom of the page, and click on Current Students. The Current Students menu will pop up.

MS Teams
Please download MS Teams to use for the class. To download MS Teams on a computer:
1. Go to www.waketech.edu
2. Click "login" in the top right corner and then select "student e-mail" a. NOTE: If you have not yet activated your student account, you will need to do so by visiting my.waketech.edu
3. Click the apps icon in the top left corner and then click on the "teams" icon
4. Click "Get the Windows App" (recommended) OR "use web app instead"

Computer
You **MUST** use either a laptop or a desktop computer for this class.

Do You Have A Camera?
Please make sure your laptop or desktop computer has a camera. You will be using this in the class.

REQUIRED NC ELECTRONIC NOTARY MANUAL

Each student will receive an access code for the digital Electronic Notary Manual. This must be downloaded for the class.

Do You have a Microphone?
Please make sure your laptop or computer has a microphone. You will be talking to the instructor.

DAY OF CLASS INSTRUCTIONS

Login to Moodle
Go to WTCC Moodle page directly at <https://moodle.waketech.edu> login to Moodle using your email username and password. It is only your name that goes in not your full email.

Once you login, click on the Notary Public class. Please do all of the following items.

Are you Ready for Online Learning?
The "Ready for Online Learning" activity must be completed before you are able to upload your required documents. Not completing this activity may result in you being dropped from the class. Taking an Online class can help you achieve your goals when you are trying to juggle family, work, and school. However, it has its challenges just like taking courses in a face to face setting. Take this quiz to find out if Online learning is for you. Click on the link to begin.

Exam Software Test
See if your computer works with the software for the final exam. You will have to click on the link for this test also. This software is called Proctorio. This looks like a puzzle piece in Moodle and states Secure Exam Proctor.

ID Verification

Students are required to upload a valid picture identification in order to participate in the online course. Please ensure your ID is legible and matches what will be used in your Notary Application. This activity must be completed before you are able to take the test.