

For STUDENTS:

Top Hat Preparation Before First Class

1) Students Need to Connect to Baruch College's Wifi Prior to the Class

If students intend on using their laptops, or their mobile devices, or **both** when using Top Hat, they need to connect each of those devices to Baruch College's WiFi before coming to class or risk being marked absent.

Students can follow the guides that can be found at the link below upon arriving on Campus to connect to WiFi.

<https://www.baruch.cuny.edu/bctc/wireless/index.htm>

****Please be sure to know your correct WiFi login name and password before arriving to class****

If students are having any issues connecting to WiFi, please walk in to the Help Desk on the 6th Floor of the Library Building on Campus, and speak with a Help Desk Agent.

2) Create a Top Hat Account

Students need to Create a Top Hat account prior to the first class.

****Please Note: Check your Email or Blackboard for a message from your Professor that contains your Course's 6-Digit Join Code. You can create your account directly from that email****

Students can also follow the guide below on how to create a Top Hat account via multiple mobile devices, and via a web browser at the link below:

Student Registration Guide:

<https://support.tophat.com/s/article/Student-Creating-Your-Account>

3) Make Sure Your Phone Number is Entered Correctly

Double check to make sure you have entered your phone number correctly. If you do not enter the correct phone number on Top Hat, you will not be identifiable in your instructor's Gradebook. It is a quick process! Please follow the instructions at the link below to learn how to edit your phone number on Top Hat:

<https://support.tophat.com/s/article/Student-Adding-or-Changing-Your-Phone-Number>

4) Top Hat Support with Students

Students can get support for all Top Hat related issues with Top Hat's Live Chat, Phone, and E-Mail Support. ***If you have trouble signing up or with any other part of Top Hat – please don't ask your Professor for Tech Support.*** Please contact the Top Hat's Support Team. Students can access Top Hat Support at the link below:

<https://support.tophat.com/s/>