



MyVSU Users Guide



Rev. 1/8/15

Valdosta State University unifies access to a number of online electronic resources through the MyVSU portal link found on the VSU web site. This guide will walk you through the steps of setting up your MyVSU account and provide an overview of the key resources you can access with it.

Using a Campus Computer to set up your MyVSU Account

1. Log in at an **appropriate location based on your role** at the university and double-click the **Apply for Computer Logon** icon on the desktop.

Role	Location	Username	Password
Student	Any Computer Lab	vsulab	guest
Employee	Any Office Computer	vsuguest	guest

Using your own Computer or Device to set up your MyVSU Account

1. Click the **MyVSU** link on the top-right of the main VSU web page (www.valdosta.edu) and then click **Password Management**.
2. Complete the form to **lookup your MyVSU account username and set your password**.

Logging into the MyVSU Portal

1. In a web browser, go to the main Valdosta State University website (www.valdosta.edu).
2. Click the **MyVSU** link on the top-right corner of the page, above the search bar.
3. Enter your **MyVSU username** followed by **@valdosta.edu** in the username field.
4. Enter the **MyVSU password** you created. You can also use the **Password Management** link to **look up your username and set a new password** if you have forgotten it.
5. Click the **Sign In** button. A brief overview of the key resources can be found on the other side of this handout.

Need Assistance?

Please contact the VSU IT Helpdesk at 229-245-HELP (4357), visit our location on the second floor of Odum Library, or send an email to helpdesk@valdosta.edu from your VSU email account.

Operating Hours:

Monday-Thursday 8AM-9PM, Friday 8AM-5PM, Saturday 11AM-5PM, and Sunday 1PM-7PM

DIVISION of INFORMATION TECHNOLOGY

LOCATION Pine Hall • PHONE 229.333.5974 • FAX 229.245.4349 • WEB www.valdosta.edu/it • ADDRESS 1500 N. Patterson St. • Valdosta, GA 31698-1095

Key Resources Inside MyVSU Portal:

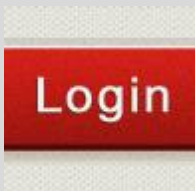


Email (Office 365)
Access email, calendars, contacts, and Office web apps. **Students** can install **Microsoft Office for free** on **up to 5** computers and mobile devices.



Online Classes (BlazeVIEW)
Access online course content, such as syllabi, discussion boards, and assignments. 24/7 support available at **1-855-772-0423**.

South Georgia State College Entry Program students do not have access to BlazeVIEW.



Registration (Banner)
Register for classes and find out grades, fees, and schedules.

South Georgia State College Entry Program students do not have access to Banner.

Uses MyVSU Account to Log in:



Campus Computers (Active Directory)
Use this account to log onto campus computers. Files you save to the **Documents** folder will be available on any campus computer after you have logged in.



VSU Wireless
Connect your devices to the **wireless network** available across the campus. **Wired connections** are also available in residence halls except for **Langdale** and **Converse**. To begin, select the **VSU-StartHere** network.



Web Sites (Mypages)
Use **Mypages** to edit your VSU personal website.



V-STATE MOBILE

- Campus Media and Videos
- Directories and Maps
- BlazeVIEW, BANNER, Email, etc.
- And Much More!

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