



Campus Computer Login

Despite having a username and password to log into MyVSU, unlike students, **university employees** will also need to complete the steps listed below in order to provision access to campus office computers. These steps can be **completed on any office computer**, but cannot be performed in a classroom, computer lab, or other public location.

1. At the login screen, use the following login credentials:
 - a. Username: **vsuguest**
 - b. Password: **guest**
2. Once the desktop has loaded, double-click the icon **Apply for Desktop Logon Account**.
3. A prompt will appear asking for a valid BlazeVIEW account.
 - a. If you know your BlazeVIEW/MyVSU username and password, click the **Yes** button and enter them.
 - b. If you have not used BlazeVIEW/MyVSU, click the **No** button to determine your username and set a password.
 - c. After doing so, repeat this step and click the **Yes** button.
4. You will be prompted to answer several questions regarding your position, such as your title and phone number. Your department should be able to provide this information.
5. After providing the required information, a prompt will appear notifying you that your account is being set up. After the prompt disappears, log off the computer. You should then be able to use your MyVSU username and password to log into campus office computers.
6. Please note that some workstations are restricted to faculty and staff. If you are a graduate assistant, student assistant, work study student, or similar role, please verify with your department that the computer you are trying to log into is not restricted to use by faculty and staff.

For assistance, please visit solutions.valdosta.edu or call our Solutions Center at **229-245-4357 (HELP)**.

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