Getting Started - New Students

Are you a new on-campus student at Valpo? The answers to the common questions below will help you get started on the right foot.

> ✓ **Online Student?**
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> Are you an online-only student? We have a special Getting Started guide for you, since you won't physically be on campus.

BEFORE ENROLLING…

Know Your Financial Aid Login

DataVU is the system that provides access to your Valpo financial aid award information. Newly-admitted students receive a letter with a special temporary DataVU login and password and information on how to use DataVU for financial aid package information. If you have not gotten your letter or you do not remember the login information, contact the Financial Aid Office by phone at 888.GO.VALPO or 219.464.5015 or by visiting Kretzmann Hall.

Please note: once you're a full student (i.e. you've attended FOCUS or registered for classes), this login will no longer work and you'll receive a new, permanent login.

You can access the DataVU system using a web browser at https://datavu.valpo.edu.

AFTER ENROLLING…

Step 1: Get Your Valpo OneCard

Valpo identification cards, also called the OneCard, are required for all Valparaiso University students. Get your card at FOCUS or at the OneCard Office in the Harre Union, room 244; bring a government-issued photo ID. Your OneCard allows you to purchase meals, get into buildings, check out materials from the library, use the recreation center's facilities, gain admittance to campus events, and much more.

More information on the Valpo OneCard> valpo.edu/aux/onecard

Step 2: Change Your Password Through the Account Management System

Your ValpoNet credentials consist of a single username and password that synchronizes your password across multiple accounts and opens online access to a wide range of information technology services at Valparaiso University.

The Account Management System (AMS) is a self-serve utility that allows you to change your password once it expires, or to recover from a forgotten password at your convenience. Here are instructions for changing your password and setting up your recovery options. You can access the AMS using a web browser at https://apps.valpo.edu/ams.

More information on the AMS> valpo.edu/it/services/ams/

Step 3: DataVU

DataVU is the system that provides access to class registration, academic records (such as grades and transcripts), Fitness Center registration, student accounts, your OneCard accounts (Dining Dollars, Crusader Cash), pay stubs, and much more. You can contact the Registrar's Office if you need help on using DataVU to access your academic program information. You can access the DataVU system using a web browser at https://datavu.valpo.edu. You'll need to know your ValpoNet credentials.

If you'd like to opt-out of listing your name in the online campus directory:

1. Login to DataVU
2. Go to the Students menu
3. In the Academic Profile section, select the "My On-Line Directory Options" link and follow the on-screen prompts.

More information on DataVU> valpo.edu/it/services/datavu

Step 4: Gmail@Valpo

Valpo provides Google G Suite accounts for admitted students. Your email addresses is in the format of firstname.lastname@valpo.edu, and uses the legal first and last name provided on your registration paperwork.

Access the Gmail@Valpo login page by going to valpo.edu/gmail. Enter your full Valpo email address with your ValpoNet password.

More information on Gmail@Valpo> valpo.edu/it/services/google-apps/

Step 5: Bringing A Device

Our minimum computer requirements are intended to ensure that the equipment you bring to campus meets any software requirements for the current academic year. Computer equipment recommendations represent what we consider to be the ideal system configuration for a computer to support you through your academic program.

For the most recent minimum computer requirements, visit valpo.edu/it/help/computer-specifications/.

What about other devices? Any device that receives a wi-fi signal should work on our network, including streaming devices, gaming consoles, tablets, smartphones, e-readers, and more.

Step 6: Free and Discounted Software

Current Valpo students may purchase software for personal use at a discounted price through the "On The Hub" e-store. Valid ValpoNet credentials required to access the store, located at valpo.onthehub.com. The purchase of one software license of each product is available to each authorized person.

More information on the "On The Hub" e-store> valpo.edu/it/services/discounts/kivuto/

In addition, all current students get **free** access to Office 365 while enrolled at Valpo. A valid Valpo email address is required.

More information about Office 365> valpo.edu/it/services/microsoft-office/

Step 7: Campus Internet Access

All campus buildings directly affecting students, teaching, and learning are served by secure high speed connectivity. Most residence hall rooms are provided with a high speed network port for each bed, which uses an ethernet cable with an RJ-45 connector. (Brandt Hall has one network port per room.) Wireless coverage is also available in all residence halls and academic buildings. Annual registration is required to use our campus network.

To use the wired campus network in your residence hall, plug in an ethernet cord from your computer to the port in the wall.

To register to use the campus wired and wireless networks, follow these instructions.

Did you bring other devices? Contact the Help Desk for assistance in getting these devices registered on the network.

Step 8: Blackboard Learn

Blackboard Learn is Valpo's online course management system, allowing learning to expand beyond the classroom. Your professors may use Blackboard Learn in your courses.

You can access Blackboard Learn using a web browser at https://blackboard.valpo.edu. You'll need to know your ValpoNet credentials.

More information on the Blackboard Learn course management system> valpo.edu/instructionaldesign/blackboard/student/

Step 9: Meet LinkedIn Learning

LinkedIn Learning with Lynda.com® content offers training videos on software, creative skills, professional tools, and much more and is available 24×7 to all Valpo students at no charge.

Access LinkedIn Learning using a web browser at linkedin.com/learning. You'll need to know your ValpoNet email address and password.

You can also use apps designed for your mobile devices, which even allows you to download content for offline viewing. Visit your device's app store to search for the app.

More information about LinkedIn Learning/Lynda.com> valpo.edu/it/services/technology-training/linkedinlearning/

Step 10: Computer Labs and Classrooms

Over 330 computers are housed in public computer clusters across campus, and most academic buildings have technology-equipped classrooms and labs. The largest computer lab is located in the lower level of the Christopher Center for Library and Information Resources. There are also 24-hour computer labs available to all Valpo students in the Harre Union and all residence halls. To login at any publicly-accessible computer labs on campus, you'll need to know your ValpoNet credentials.

The computer labs on campus will also allow you to access network file storage space and network printing.

Step 11: Campus Printing

All labs and classrooms have nearby networked laser printers. Labs and classrooms use a quota system through PaperCut; all students have a quota on this system.

More information about campus printing> valpo.edu/it/services/printing

You can bring your own printer for use in your residence hall room; make sure to bring the cord so you can plug it directly into your computer, because wi-fi printing is not allowed on campus. (It interferes with our campus network.)

Step 12: File Storage

Your Google account provides you with unlimited space for storing your files. You can also bring a flash drive or use the 1TB of OneDrive space associated with your free Office 365 account.

We also use a system of Microsoft Active Directory file storage servers to grant shared file storage space (S: drive) on our network, which may be used in your courses. WebStorage is a web-based method of accessing these network file servers from off campus. You can access WebStorage through a web browser at webstorage.valpo.edu.

Step 13: Library Databases

The Christopher Center for Library and Information Resources offers free access to diverse databases. Access to library databases is also available through the Christopher Center's website at library.valpo.edu. Accessing library databases from off-campus requires you to enter your ValpoNet credentials.

Step 14: Campus Phones

Local phone service for students who live in residence halls is available on request. Contact your RA or RLC to request a phone in your room, and contact the Help Desk to request a phone line and voice mailbox. Students must use a calling card to place long distance calls from campus phones.

Emergency phones are available throughout campus and connect to the Valparaiso University Police Department (VUPD).

More information on campus telephones> valpo.edu/it/services/telecommunications/

Step 15: Entertainment Options

IT currently provides satellite TV for students in residence halls. You provide the TV and coaxial cable. Simply plug into the coax port on the wall and it should be ready to go. Report channels issues (missing, fuzzy, etc.) to the Help Desk.

VUTV also provides a number of movies for on-campus viewing via the website movies.valpo.edu. You must be physically present on campus using either the wired or wireless ports to access the site.

Step 16: Get Help

The Help Desk is your first point of contact for any technology related issues or questions you may have. Staff can assist with most challenges you may encounter on your personal computer, whether Mac or PC. They can solve many different connectivity and software related problems, and will connect you with the right people if you are experiencing trouble with campus technology. The Help Desk is open 7 days a week during fall and spring semesters (except for breaks) and is located on the first floor of the Christopher Center across from Grinders coffee shop.

The IT website or this knowledge base should be your first stop to find help online, anytime, anywhere about Valparaiso University's technology tools for learning.

"Like" our Facebook page to keep up on current topics, follow us on Twitter or Instagram, and subscribe to our YouTube channel for helpful videos on technology topics and training topics.

More information on where to find help> valpo.edu/it/help/

✅ **Still need help?**

For additional assistance, contact the **IT Help Desk**.

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