

Getting Started - New Staff

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

Step 1: Get Your Valpo OneCard

Valpo identification cards, also called the OneCard, are required for all Valparaiso University employees. Get your card 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: Attend New Employee Orientation

You'll be notified of the date for New Employee Orientation, sponsored by Human Resource Services, by your supervisor or HR. We highly recommend you attend the IT sessions to become more familiar with what technology the campus uses. This session covers an overview to nearly all campus technology. This session covers ValpoNet access, campus email (Gmail@Valpo), campus computers and printing, and much more.

Step 4: DataVU

DataVU is the system that provides access to pay stubs, Fitness Center registration, class mailing lists, advising information, grade reports, and more. 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 Employees menu
3. In the Employee 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 5: Gmail@Valpo

Valpo provides Google G Suite accounts for all employees. Your email addresses is in the format of firstname.lastname@valpo.edu, and uses the legal first and last name provided on your hiring 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 6: Meet LinkedIn Learning

LinkedIn Learning with Lynda.com® content offers training videos on software, creative skills, professional tools, and much more and is available 24x7 to all Valpo employees at no charge. Use this service to improve your skills, or incorporate it into your classroom to enhance your teaching.

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 7: Computing Equipment

You don't need to worry about bringing your own computing equipment in order to do your job at Valparaiso University. Your department will work with IT to provide you with accounts, a working computer, a telephone, and printing access. For specialized equipment requests, request a consultation between your department and IT staff to determine how we can meet your needs.

Step 8: Campus Internet Access

All campus buildings directly affecting employees, teaching and learning, and supporting services are served by secure high speed connectivity. All academic buildings also have wireless connectivity available.

To access the campus network in your office, simply login with your ValpoNet credentials when prompted during your computer's boot process.

To access the campus wireless network, [follow these instructions](#). You're welcome to register your personal devices on the network to minimize your usage of mobile data.

Step 9: Campus Phones

Valpo provides campus and local phone service and domestic long distance service for all employee offices on campus. Each office has a telephone with a campus extension and a voice mailbox. [Voicemail setup](#) is important in case calls are missed via the phone system. International long distance service may not be activated for all extensions. Accepting collect calls is strongly discouraged and will result in fees being charged to your department.

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 10: Network File Storage

Your Google account provides you with unlimited space for storing your files.

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 department. [WebStorage](#) is a web-based method of accessing network file servers from off campus. You can access WebStorage through a web browser at webstorage.valpo.edu.

Step 11: Campus Printing

All campus offices, labs, and classrooms have nearby networked laser printers. Labs and classrooms use a quota system through [PaperCut](#); all students and employees have a quota on this system. Employee offices do not use print quotas, but we do encourage responsible printing habits and reducing the amount of paper and toner that ends up in the recycle bin.

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

Step 12: Free and Discounted Software

Current Valpo employees may purchase software for personal use at a discounted price through the "On The Hub" e-store. Valid ValpoNet credentials are 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 employees get **free** access to [Office 365](#) while they're at Valpo. A valid Valpo email address is required.

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

Step 13: 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 14: 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 15: 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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