



Virginia State University is committed to providing students with the latest information technology solutions. How to obtain access to all of these technologies is sometimes confusing to students, especially incoming freshman. The information contained herein is a summary of the basic technology access requirements needed for the entering freshman students.

BANNER

Banner is the University computer system that allows students to view their financial records (payment information, financial aid, scholarships and any other funds), midterm and final grades, holds that prohibit access to their account, class schedule and academic transcript. Registration, with the aid of an advisor, is also managed using this system.

Banner access is granted to all admitted students. The Banner link is accessible by following the TROJAN link on the VSU homepage. Banner access requires a student ID number, user ID, (sometimes called a “V number”) and a Personal Identification Number (PIN). A PIN is required in order for an advisor to register a student for classes.

Students, once accepted to the university, are assigned their V number and PIN. Both are sent through US mail to the student’s home address. The combination of the six numerical digits from the student birth date (00/00/00) is their initial PIN. They are prompted to change their PIN upon first login.

Once a student declares a major, the student’s information is sent to the appropriate department Chair who will assign the student to an Academic Advisor. Students without a declared major are assigned to the Undeclared Majors Advisor within the Academic Support Center (ASC) (804-524-5562/6755). Other important services for freshman students can also be obtained from the Academic Support Center, <http://www.vsu.edu/pages/330.asp>. In most cases, the student is automatically registered for the freshman classes expected of their chosen major. Because students are pre-registered by advisors using the PIN, the student should not reset their PIN until they meet with their advisor or are sure they have been pre-registered. Once on campus, the student must check with the advisor to make sure the classes for which they are registered are appropriate. A student must have their PIN with them during registration. In the event the PIN is either lost or stolen, the student can call the helpdesk at 1-800-630-8917.

Initial *fees* such as Enrollment, Orientation and Housing must be paid in order to register. However, the student cannot pay their tuition bill until after they are registered for classes. It is very important to adhere to all guidelines or some technology access will be restricted until these obligations are fulfilled. Students with financial or other account holds cannot register for classes.

The student PIN is changed each semester and sent through US mail to students. Self-registration beyond the student's first term of enrollment at VSU can occur if a student is provided with a Student Registration Code from their advisor. The Student Registration Codes are sent to department chairs each semester.

E-MAIL

VSU student e-mail is assigned to all admitted students. The email link is accessible by following the TROJAN link on the VSU homepage.

Using the VSU email system is very important as messages from the University and those generated through Blackboard are only sent to the official VSU e-mail account. Their username is derived from their last name and their V number:

FLLLIII (1st letter of first name, 1st three letters of last name, and the last four digits of their student ID).

Example: Bob Harris V12345678 = bhar5678@students.vsu.edu

Their password is initially the same as their username.

UNIVERSITY COMPUTER ACCESS AND WIRELESS

VSU university computer and unsecured wireless network access where available are granted to all admitted, enrolled and financially cleared VSU students.

Almost all general access VSU computers require a username and password, together called Active Directory (AD) credentials. These credentials are also used for accessing the wireless network, Trojan WIFI, where available. An AD username is the same as the username used for VSU student e-mail. Some computer labs are enhanced with extra password credentials by the School or Department.

To initiate access, the student must go to a computer station that requires AD credentials. The University Library and the Learning Resource Center (room 103 Harris Hall) are among several computer labs located on campus that require these credentials. Students must simultaneously press ctrl/alt/del to attempt to login and leave the password field blank at this computer. They are prompted to create a password that must have 10

characters of mixed upper and lower case letters, numbers, and special characters. The password change period is every 90 days. Students who have difficulty with this process should call the helpdesk at 1-800-630-8917.

BLACKBOARD

VSU student Blackboard access is assigned to all admitted and enrolled students. Freshman first login to Blackboard also requires that they are financially cleared. The Blackboard link is accessible by following the TROJAN link on the VSU homepage.

Blackboard is Course Management System (CMS). A CMS is used as an electronic teaching/learning platform and communication tool. Several faculty members at VSU utilize Blackboard as do organizations such as the SGA. Blackboard sites can contain course notes, announcements from instructors or student leaders in organizations, grades and much more.

The VSU Blackboard student user list is updated frequently during peak registration periods for all admitted and enrolled students. However, because the active directory credentials are also the login credentials used for Blackboard, the freshman student must also be financially cleared and create an active directory password (described above) before logging into Blackboard.

More information about the login process or how to access individual course content is available on the Blackboard Login page. Students can call the helpdesk at 1-800-630-8917 for login help or with other technical questions.

OFF CAMPUS LIBRARY LOGIN

Complete VSU student Library access is assigned to all admitted, enrolled and financially cleared students. Students may access online databases and library electronic services from off-campus through the library proxy server using their Active Directory Credentials. From the library's homepage at <http://library.vsu.edu> the student must click on the off-campus link to gain access to the website.