

What is MyVU? This is a university email account that is set up for future and current students. Also email accounts are assigned for faculty, staff and student employees. It is assigned once someone has applied for admissions or registers for a course. You will be sent a letter from the Management Information Center (MIC) or Records Office informing you what your MyVU login name and password. **As long as you log into your MyVU account every six months your account will stay active and free for life.**
To log into MyVU you can access this through www.myvu.vnu.edu

How to access:

Log into MyVU www.myvu.vnu.edu

Enter user name and password

-Click on the Student Tab

-Click on the Academic Services link

-Click on Self Service

What you can access--you will see several choices:

- **Personal Information**
 1. Change Security Question
 2. View Address and Phones
 3. View E-mail Addresses
 4. View Emergency Contacts
 5. Name Change Information
 6. Social Security Number Change Information
- Alumni (disabled)
- Employee (accessible only if employed)
 1. Benefits and Deductions
 - A. Retirement
 - B. Health
 - C. Flexible spending
 - D. Miscellaneous
 - E. Beneficiary and Benefit Statement
 2. Pay Information
 - A. Direct deposit allocation
 - B. Earnings and deductions history
 - C. Pay stubs
 3. Tax Forms
 - A. W4 information
 - B. W2 form
 4. Leave Balances
- **Student & Financial Aid**
 1. Registration
 - A. Check your registration status
 - B. Week at a glance
 - C. Student Detail schedule (used the most)**
 - D. Registration fee assessment
 - E. Ungraded registrations
 - F. Registration history
 2. Student Records
 - A. View holds
 - B. Midterm grades
 - C. Final grades
 - D. Unofficial academic transcript
 - E. Account summary by term or semester (tuition & fees)
 - F. Account summary (history of tuition & fees to date)

- G. 1098T tax notification
 - H. View student information
 - I. View VU course catalog
 - J. View VU class schedule (entire campuses)
3. Financial Aid
- A. Status
 - 1) view overall status
 - 2) holds
 - 3) academic progress
 - 4) cost of attendance
 - 5) financial aid awards
 - 6) messages
 - B. Eligibility
 - 1) review financial aid holds (which may prevent payments of awards) and documents requirements
 - 2) display academic progress history
 - 3) view academic transcript
 - C. Award
 - 1) view account summary
 - 2) review awards
 - 3) decline award offers
 - 4) display award payment schedule
 - 5) view loan applications
 - D. General Information
 - 1) financial aid application
 - 2) information links
 - E. Institutional (VU) information
 - 1) Opportunities (view financial aid available)
 - 2) Information request (Contact financial aid office)
 - 3) apply for financial aid (will take you to the FAFSA website)
4. FAST PASS Bookstore Voucher
(Only available during certain times of the year)
5. BlazerOne Card Address/Photo Confirmation
(Click here to confirm the address where you would like to have your VU ID card (Blazer One card) mailed to. View your photo that will appear on your Blazer One card)
6. Subscribe/Unsubscribe to VU E-Text Service

Example on how to view your **schedule** on MyVU: Login to MyVU; Click on student tab; Click on academic services link; Click on self services; Click on student & financial aid link; Click on registration; Click on “student detail schedule” (this will bring up everything registered at VU including distance education).

Example on how to view your **grades** on MyVU:

Login to MyVU; Click on the Student Tab; Click on the Academic Services link; Click on Self Services; Click on Student and Financial Aid link; Click on Student Records; Click on Final Grades; and Click on Appropriate Term.

Example on how to find **academic advisor & major** on MyVU:

Login to MyVU; Click on the Student Tab; Click on the Academic Services link; Click on Self Services; Click on Student and Financial Aid link; Click on Student Records; Click on View Student Information – it will show advisor, major, etc.