

ACCESSING YOUR PROJECT EXCEL CLASS ROSTERS THROUGH VUX (formerly known as MYVU)

1. Please have your VUX username and password available and log on to VUX through vinu.edu.
2. After you log in, look for the card “Faculty & Advisor Self Service.”
3. A new tab should open. Please click on “Class List.”
4. Please use the drop down box to select the term (semester) in which you are running the VU course.
 - a. *TIP – If you are running the VU course as a year-based class, or as a 1st or 2nd trimester class, please select “Fall 20XX” in the drop down box*
5. You should see all courses that you are currently running.

Please note that you will receive an email from our office, including PDFs of your class roster to check, sign, and return after all registrations have been entered into the VU system. Due to the high volume of data that must be manually entered, rosters are typically not available until mid-semester.

If you have concerns regarding a particular student’s registration, prior to this time, please contact the Project EXCEL office with your inquiry.