

# How to Retrieve Your MyVU Username and New Password

1. Please visit the Vincennes University website, [www.vinu.edu](http://www.vinu.edu).
2. Click the "MyVU" link in the top right corner.



3. Select "Need Username/Password Help?"

A screenshot of the MyVU login page. The page is divided into two main sections: 'Login' and 'Information'. The 'Login' section has a header with a lock icon and the text 'Enter your Username and Password'. Below this are two input fields for 'Username:' and 'Password:'. A green 'LOGIN' button is positioned below the fields. At the bottom of the 'Login' section, a link that says 'Need Username/Password Help?' is circled in red. Below this link is a security warning: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'. The 'Information' section on the right contains contact information for help, a maintenance notice, and a confidentiality disclaimer.

4. This will open a new page. Put in your Student ID number (A#) OR your SSN and select "Reset Password."
5. The system will send you an email to your email account on file. The email will come from MICHelpDesk. Follow the instructions to receive your MyVU username and password. (You will get one email from MICHelpDesk, click the long link at the bottom. Refresh your email browser. You should get a second email from MICHelpDesk, it will contain your username and password.)

## The correct way to change your computer generated password:

After you have logged in to your MyVU, look to the left of the screen for an area called "My Access." Please select "Change Your MyVU Password" to update your MyVU password.