

# Project EXCEL Online Application (formerly the Online Enrollment Form) Student Instructions

This form can be completed at school or at home. To avoid input errors, we recommend the use of a tablet, laptop, or desktop computer to complete the enrollment form; however, the form can be completed on a smartphone.

**Please keep record of your username and password when completing the online application.** Should your session be interrupted, or you simply do not have time to finish the session, you will be able continue without having to start the process again from the start.

## Project EXCEL Online Application Link:

[connect.vinu.edu/apply/](https://connect.vinu.edu/apply/)

**NEW STUDENTS** - Upon successful completion of the Online Application, new students will receive an email within 5 business days. This email will contain your VU Student ID Number (A#), and your MyVU username and password. **As a reminder, your A# must be listed on the paper registration form.**

**When entering an email, please choose a personal valid email address on the online application that can. AND WILL. be checked.**

**You will be required to access this email and follow the instructions for authentication of the email address that you listed on the online application.** This step is **required** prior to submission of the four-part Project EXCEL registration form.

**RETURNING STUDENTS** – You are required to complete the online application once, each academic year, to reactivate your student status and confirm or update the current information listed for you in the VU system. Returning students will not receive an email with your VU Student ID and MyVU information, because this information was previously sent to you after your first Project EXCEL Online Application.

If you are a returning student and do not have your VU credentials, you must utilize the following methods to retrieve this information.

***Returning students who have forgotten their login information - go to [connect.vinu.edu/apply/](https://connect.vinu.edu/apply/) and click "Log in" under returning users. You will then click "Forgot Your Password?" and enter your email address, birthdate, and then click "Reset Password". You should then receive an email that contains a temporary password.***

***Once a returning student has access to their online application, they need to confirm that their information is up to date and select submit at the end of the online form. By doing so this places the student into an active student status.***