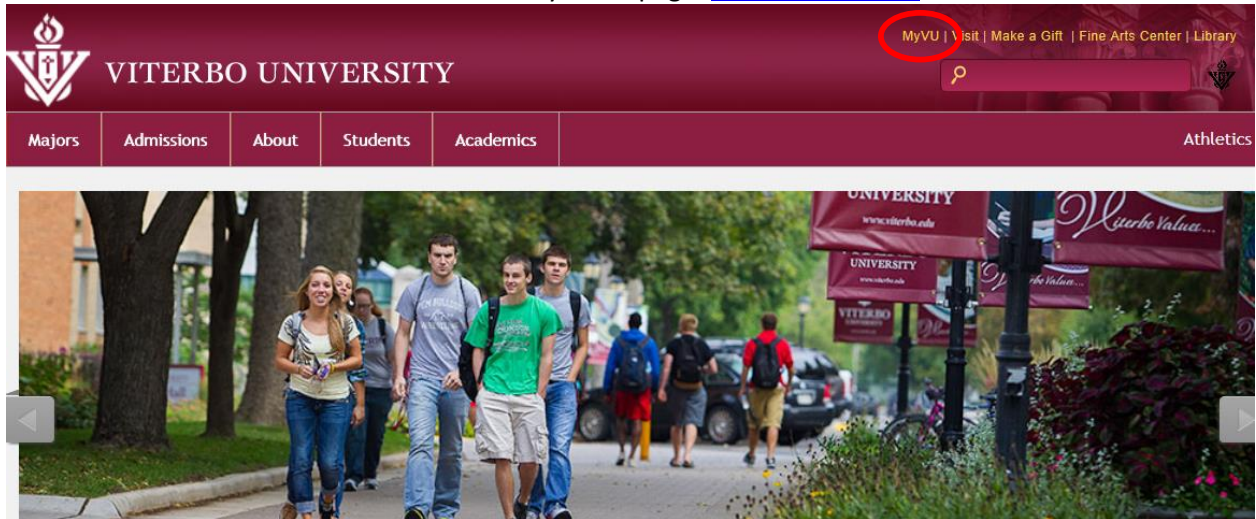




# Online Technology Guide

The Viterbo University Homepage: [www.viterbo.edu](http://www.viterbo.edu)



From the Viterbo homepage, click on the “MyVU” link and then use the icons highlighted below which are located on the MyVU Page below the pictures, and above VU Today. This gets you access to Viterbo’s Email, Moodle and VitNet systems. Direct Link: [www.viterbo.edu/myvu](http://www.viterbo.edu/myvu)

[0365 \(Email\)](#) | [Moodle](#) | [TracDat](#) | [VitNet](#)

## Your Viterbo University Username and Password

As a student at Viterbo University, you are provided with a unique username and password that provides you with access to our online and on-campus technology services.

### **Your Viterbo Username:**

Employee Accounts follow the rule of “first initial”, “middle initial”, “last name” @viterbo.edu.

Example: Jason E. Smith – [jesmith@viterbo.edu](mailto:jesmith@viterbo.edu)

### **Your Viterbo Password:**

Your default Viterbo password will consist of the last four digits of your Social Security Number, followed by the two-digit month and two-digit day of your Date of Birth.

Example: SSN: 12345**6789** Birthday: **09/20**/1983 Password then would be: **67890920**

You will use this username and password to access each of the services described in this guide including email, Moodle, VitNet, PC Access, and Wireless on campus.

# Your Viterbo University Email Account

From On-Campus you will have the Outlook 2013 Client to use on your computer.

## Logging into your email account from Off-Campus.

To access your email account, navigate to the Viterbo University homepage and click on the “MyVU” button. From the “MyVU” page, click on “O365” (NOT EMAIL) as illustrated on the first page of this document, and then follow the instructions to log into your email account. Direct Link: <http://www.viterbo.edu/o365> or <https://login.microsoftonline.com>

Username to log in is your full email address: i.e. [baggins@viterbo.edu](mailto:baggins@viterbo.edu)

Office 365 gives you access to Email, OneDrive and Office Apps. It functions and is compatible with any browser:

## Changing your Viterbo Password

Passwords must be 8-characters. Changing this password changes for all accounts (PC Logins, Wireless, Email, Moodle, and VitNet).

- New accounts cannot change passwords, until after you begin work (so we can set up your PC).

**Password Reset:** Please register for lost password recovery, and change your password at: [www.viterbo.edu/reset-password](http://www.viterbo.edu/reset-password)

# Your Viterbo University Moodle Account

1. Go to [www.viterbo.edu/myvu](http://www.viterbo.edu/myvu) or directly to <http://moodle.viterbo.edu>
2. Click on Moodle
3. Enter your login information in the login block (same as email and VitNet).

Log in

Username

Password

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

Need Help?

If your class started between May 11 and June 8, click on the link below to go to the old server login page. If you aren't sure, check out this list: [classes in old server](#)

### Old Server login

If your class starts June 9th or later, or you are an instructor working on a fall class, login using the block on the left. If you are not sure you can check this list: [classes on new server](#)

Login using your Viterbo ID. If you don't have your ID contact the help desk

Need help using Moodle? Here are some resources:

- [Moodle Help and Tutorials](#)
- [Instructional Design Home](#)
- [Moodle.org](#)
- [Contact Instructional Support at courserequest@viterbo.edu](mailto:courserequest@viterbo.edu)

4. Once logged in, you will see a list of your classes (if you're a student, you will only see classes if your instructor has made the class available).
5. Click on the name of your class.

My home > My courses

Administration

▼ **My profile settings**

- Edit profile
- Security keys
- Messaging
- ▶ Blogs
- ▶ Badges

Course Search

Search courses:

Course overview

[NURS-342-META.2014FA](#)

[NURS-230-001.2014FA](#)

[VNSA.GROUP](#)

[TREK-101-001.2352FA](#)

# Your Viterbo University VitNet Account

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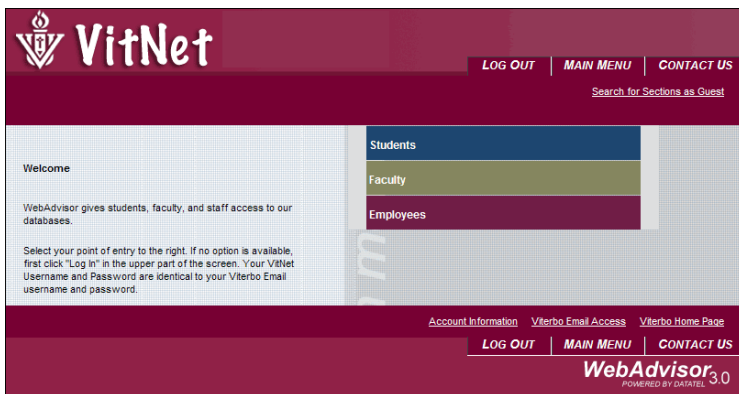
You will use your Viterbo VitNet account to perform a variety of tasks related to your work at Viterbo University. Pay Stubs, Vacation/Sick Time, Tax Information, and department budget info (if allowed access).

Students use their VitNet account to check final grades at the end of each semester, and to enroll in classes before each semester. They also can check on financial aid status, produce a transcript, or check their class schedule for the current semester.

## Logging into your VitNet Account

To access your VitNet account, navigate to the Viterbo University homepage, click on the “my VU” button, and then click on the VitNet icon, as illustrated on the first page of this document. Direct Link: [www.viterbo.edu/vitnet](http://www.viterbo.edu/vitnet)

Once you have successfully logged into VitNet, you will encounter a window similar to the one shown below. Use the red “Employees” button to gain access to your VitNet options.



For detailed instruction guides on VitNet usage: [www.viterbo.edu/vitnetguides](http://www.viterbo.edu/vitnetguides)

## Other Notes of Interest

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### Microsoft Office Software

*Employees – Send an email to [officeproplus@viterbo.edu](mailto:officeproplus@viterbo.edu) for information on Microsoft Office for free on up to (5) personal devices.*

*Students – Send an email to [officeproplus@viterbo.edu](mailto:officeproplus@viterbo.edu) for information on FREE Microsoft Office!*

*Students/Employees – Adobe and other Discounts: [www.journeyed.com/select](http://www.journeyed.com/select)*

*Employees/Students - Dell Discount: [www.Dell.com/DellU/Viterbo](http://www.Dell.com/DellU/Viterbo) | Member ID: US126614630  
Or call: 800-695-8133*

## Help and Contact Information

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If you require assistance with any of the services described in this guide, please contact our Help Desk at: [helpdesk@viterbo.edu](mailto:helpdesk@viterbo.edu) or 608-796-3870.