

Set Up Your Atlas Account

Allow 5 business days after submitting your Admissions application before attempting to set up your Atlas account. Go to <https://atlas.valenciacollege.edu>.

- Click **Sign Up for an account** located below the login box.
- Read the **Atlas Usage Statement**
- Click **I Accept the above conditions** and click continue
- Enter information in the appropriate boxes
**Do not use dates to answer your secret question

The password must meet the password strength requirements (follow the specific password instructions on the screen). Once you have entered all information, click **Submit**. The system will generate your username and Atlas e-mail address. Note: We encourage you to write down the information about your Atlas account and keep it in a secure location.

After Logging In

1. View My Valencia Identification Number

- On the **My Atlas** tab, inside the **Atlas Tools** channel, click on **Show VID**

2. Check for Holds on Your Student Record

- Click **Courses** tab, inside **Registration** channel, click on **My Degree**
- Click on **Transcripts, Grades & Holds**
- Click on **View Holds**

Note: Financial holds paid online (parking tickets, short-term loan defaults, etc.) will not be removed from your account until you contact the Business Office.

3. Check My Financial Aid Status

- Click **Students** tab, inside **Student Resources** channel, click **Financial Aid**
- Click on **My Financial Aid**
- To check balance-click on **Students** tab, then click **Term Balance Less Anticipated Financial Aid**

Note: a positive number is how much you owe; a negative number is your anticipated refund.

4. Register for Classes

- Click **Courses** tab, inside **Registration** channel click **Registration**
- Click on **Register for Classes**
- Click **Step 3: Register for Classes/Withdraw from Classes**
- When you have finished adding courses, click **Submit Changes** then click **Registration Fee Assessment**.

5. Student Detail Schedule

- Click **Courses** tab, inside **Registration** channel, click **Registration**
- Click on **Student Detail Schedule**
- Select **Term** and click **Submit**
- Go to **File** and select **Print** to print your schedule.

Note: This is the schedule you need for the bookstore; it shows all courses you have registered for (including meeting dates/times, instructors, and locations).

6. Pay My Valencia Bill Online

- Click **Courses** tab, inside **Registration** channel, click **Payment and Admissions**
- Click on **Online Payment Options**

The next screen contains your **Account Balance and Fee Payment Information**. Look at the total amount due and make a note of it before proceeding.

- Click **Submit Your Payment Online**

Fill in all fields for credit card information, click **Submit Payment**. **CLICK ONLY ONE TIME!** It may take several moments for the payment to be processed. **Note:** You must pay 100% of the account balance to complete your registration. Please pay before the payment due date to avoid courses being dropped for non-payment.

7. Withdraw From Class

- Click **Courses** tab, inside **Registration** channel, click **Registration**
- Click on **Register for Classes**
- Click **Step 3: Register for Classes/Withdraw from Classes**
- Select the **Term** and click **Submit**
- The screen will show your current classes

- Select **Withdraw (web)** by clicking the drop-down box next to the class(es) you wish to withdraw from.
- Click **Submit Changes**.

Note: To ensure you have fully withdrawn from the class(es) print out a new Student Detail Schedule.

8. View My Grades

- Click **Courses** tab, inside **Registration** channel, click **Payment and Admissions**
- Click **Transcripts, Grades & Holds**
- Click on **Final Grades**
- Submit the **Term**

• Scroll down to view grades for each class
Note: A grade of “M” means the grade is missing. Please check final grades again in 3-5 business days or contact the professor.

9. Send an Atlas E-mail

- Click the **O365/E-mail** icon in the upper left corner and select **Atlas E-mail**
- Type in the address of the person you are sending mail to or, to search for a person, click the **To** link to the left of the address field)
- If your default search directory is **My Contacts** and you need to e-mail a person who is not one of your contacts, change the search directory by clicking on the double arrow pointing at **My Contacts** to open the menu. Select **Directory**.
- In the **Search Directory** box, enter the first and last name of the person and hit enter or click on the magnifying glass icon

10. Use LifeMap Tools

- Click on **LifeMap** tab
- Select desired **LifeMap** tool (My Education Plan, My Career Planner, My Financial Planner, My Portfolio, My Job Prospects)

11. Run a Degree Audit

- Click **Courses** tab, inside **Registration** channel, click on **My Degree**
- Click **Check My Degree Audit**
- Click **Generate New Degree Audit** (or select **What-if** to explore another program of study)
- Select the **Term**
- Select the program desired and then click **Generate Request**

If you have any questions, print your degree audit and bring it to any campus Answer Center.

12. Update Address and Phone Number

- Click **Students** tab, inside **Student Resources** channel, click on **Personal Information**
- Click on **Update My Address**
- Click on the **Current** link next to the address you wish to update and enter end date in the **Until This Date: MM/DD/YYYY** field and click **Submit**
- From the **Type of Address to Insert** drop-down menu, select Mailing and click **Submit**.
- Enter your new address
- Click **Submit**

Note: If you are a Valencia employee or a work study student you will need to change your address with Human Resources.

13. Request Official Valencia Transcript

- Click **Courses** tab, inside **Registration** channel, click **My Degree**
- Click on **Transcripts, Grades & Holds**
- Click on **Request Official Transcripts**
- Follow instructions for choosing an address then click **Continue**
- Fill in required information and click **Continue**
- Review information and click **Submit Request**

Note: There is a \$3.00 charge per transcript. Please allow at least 2 business days for your request to be processed.

FOR MORE INFORMATION:

Atlas Student Help Desk:
407-582-5444

askatlas@valenciacollege.edu

Atlas How-To/Tutorials:

<http://valenciacollege.edu/students/howto>