

ATLAS ACCOUNT SETUP

How do I set up my Atlas Account?

One of the first steps you will take as a new employee is to create an Atlas account. Creation of this account will allow you to obtain access to the many digital learning technology platforms that we use to communicate, teach and learn at Valencia. Think of your Atlas account as your “master key” to all things digital at Valencia College.

What is Atlas?

Atlas is Valencia's online learning community that connects you to the resources you need. Features enable Faculty & Staff to:

- Contact students
- Post grades
- Connect through Atlas groups
- Access HR resources
- Access Valencia resources

Step 1:

Navigate to the Atlas sign in page (<https://atlas.valenciacollege.edu>). Once the page has loaded successfully, click on the link that says “Sign Up for an Account”.

Step 2:

Read and accept the Atlas usage statement before continuing the creation of your Atlas Account.

Once you have finished reading the Atlas Usage Statement, click on the check box next to “I accept the above conditions” and then click on “Continue”. (See image below for reference.)

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Step 3:

Fill out the Atlas account creation form with the following information:

- First Name
- Last Name
- Birthdate
- VID (Valencia Identification Number) -*provided to you upon completion of your initial HR onboarding processes) or SSN (no dashes or spaces should be typed if you use this option).*
- Secret Question
- Secret Answer
- Password (*created using the criteria listed on the sign-up page*)

Once you have filled out the above information, click the “*Submit*” button at the bottom of the page to create your Atlas account. (See image on the next page for reference).

Sign Up For An Atlas Account

To create an Atlas account, you must be an admitted Valencia College student. New students: please wait until after you have received your admission letter in the mail before you try to create an Atlas account.

All fields are required*

All passwords are required to meet the strong password definition.

- Passwords must be at least eight characters in length.
- Passwords cannot be more than 20 characters in length.
- Passwords must consist of a combination of three (3) of the following four (4) categories: Upper case letters, Lower case letters, Numerals and special characters.
- Passwords cannot contain a dictionary word.
- Passwords cannot contain all or part of your user id.
- Passwords cannot match any of your ten previous passwords.

First Name: Last Name:

Birthdate:

VID or SSN: (no dashes)

[Don't know your VID or SSN?](#)

Secret Question: Secret Question Answer:

- Create a question and answer that is hard for someone else to guess, but easy for you to remember.
- The secret question will be asked if you change your account information.

Create a Password:

Confirm Password:

By clicking submit below, you confirm that you have agreed to the [usage statement](#) (your Atlas account will be created). If you are a new student, please wait up to 3 hours before attempting to complete Part 1: Online Orientation or Dual Enrollment Online Orientation. Helpful Tip: Write down your user name, password, Secret Question, and Secret Question Answer and keep them in a secure location. You will need your Atlas username and password every time you log in to Atlas.

Special Note: The system will inform you that you will need to wait **five (5) minutes** and log in again. If you attempt to log in to Atlas before the five (5) minute wait period has elapsed, you may be locked out of the Atlas system and would require a member from the OIT help desk to assist you in unlocking your account.

I've created an Atlas account... Now What?

Once you have initially set up your Atlas account, you will be issued a username and Atlas email address. These will be displayed for you upon completion of the initial sign-up process.

Your Atlas username also serves as the username for all of your email accounts at the college.

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Your Atlas username will be displayed in the following sequence:

- First letter of your first name.
- Full Last Name.
- If there are multiple Atlas usernames in Valencia's system beginning with your first initial and last name combination, it would be followed by a number after the last name.

Example: If John Smith was just hired as a new faculty member at the college and requested a new Atlas account, there would most likely be more "John Smiths" in the system so, his username would be "*jsmith89*" instead of just "*jsmith*".

What will my Atlas username provide me access to?

Your Atlas username will serve as your username on many of our learning technology and digital communication platforms at the college. Some of these platforms include:

- Atlas
- Canvas
- Outlook email
- Atlas email

During your initial onboarding and training experience, you will learn more about how each of these platforms function and how you will use them as a faculty member at Valencia College.

Need additional assistance with Atlas? We can help!

If you would like additional assistance with Atlas access, functionality or navigation, please stop by one of our campus-based [Centers for Teaching/Learning Innovation](#).

Questions about your onboarding and training experience?

Please reach out to your New Faculty Institute course facilitator if you need additional assistance.