Setting up your Atlas account

Allow 3-5 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 then generate your username and e-mail address. **Note: We encourage you to write the information down 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**
- Once you have seen the VID, click OK

2. Check Holds
- Click **Courses** tab, inside **Registration** channel click **Registration**
- Click on **Transcripts, Grades and Holds**
- Click on **View Holds**

Note: Financial holds paid online (i.e. parking, short-term loan default) 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** link - 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 **Register for Classes**
- 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 and when speaking with Academic Advisors; it shows all courses you have registered for (including meeting dates/times, instructors, and locations).

6. Pay My Valencia Bills Online
- Click **Courses** tab, inside **Registration** channel click **Registration**
- Click on **Online Payments 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 or Sign up for a TIP Payment Plan**
- 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 term you wish to view, 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
- Once you have completed your changes, click Submit Changes. **Note**: To ensure the withdrawn classes have been removed from your schedule, print out a new **Student Detail Schedule** which should reflect the changes.

8. View Your List of Courses

(This is not a copy of your **Student Detail Schedule**)
- Click **Courses** tab, inside the **My Courses** channel click on **My Courses (Blackboard)**
- Click the individual course name to access the course's home page
- To e-mail your professor click the link under their name or click on their name on course home page

9. View My Grades

- Click **Courses** tab, inside **Registration** channel click **Registration**
- Click **Transcripts**, **Grades and 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.

10. Send an E-mail

- Click **O365/E-mail** icon at top right of the page and select **Atlas E-mail**
- Once inside, click **New** in the upper left corner
- Type in the address of the person you are sending mail to
- If you need to search for a person, click the **To** link (left side 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
- When finished composing mail, click **Send** button

11. Use LifeMap Tools

- Click **My LifeMap** tab
- Select desired LifeMap tool (My Education Plan, My Job Prospects, My Portfolio, My Career Planner)
- Also check out "MeInTheMaking.com" for resources that will help you create your own LifeMap

12. Run a Degree Audit

- Click **Students** tab, inside **Path to Graduation** channel click on **My Academic Progress (Degree Audit)**
- Click **Generate New Degree Audit**
- Select the **Term**
- Select the program desired and then click **Generate Request**

Print your Degree Audit if you have any questions and bring it to any campus Answer Center
- You may run a What if Analysis if you would like to explore another program of study

13. Change Address and Phone Number

- Click **Students** tab, inside **Student Resources** channel click on **Personal Information**
- Click on **Update my Address**
- Click on **Update Address(es) and Phone(s)**
- Click the **Current** link next to the address you wish to update, enter ending date (*Until This Date field*) and click **Submit**
- From the **Type of Address to Insert** pull down menu, select **Mailing**
- Update your information
- Click **Submit**

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

14. Request Official Transcripts

- Click **Courses** tab, inside **Registration** channel click **Registration**
- Click on **Transcripts, Grades and Holds**
- Click **Request Official Transcripts**
- Follow instructions for choosing an address, then click **Continue**
- Select **Student Transcript** and for **Course Levels** select Credit and 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 48 hours for your request to be processed.

15. Join A Group

- Click the **Groups** tab
- Follow the steps inside the **Join Sites** channel

FOR MORE INFORMATION

Atlas Help Desk: **407-582-5444** E-mail: **askatlas@valenciacollege.edu**

Atlas How-To: **http://valenciacollege.edu/students/howto**