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 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

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FOR MORE INFORMATION
Atlas Help Desk: 407-582-5444 E-mail: askatlas@valenciacollege.edu
Atlas How-To: http://valenciacollege.edu/students/howto