

Access to WVU Online Apps: WVU Tech, New Faculty/Employee Essentials

As a new faculty member/employee to WVU, you will need to access a variety of apps and resources online. This guide lists some essential information for accessing and understanding these online resources.

Here's a list of access essentials you will find in this document (hyperlinked). This list is not all inclusive. Rather, it is the essentials to get you up and running.

- [Accessing WVU Online Apps and Resources](#)
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Accessing WVU Online Apps and Resources

In order to access WVU online apps, you must first set up your online account through [Your Access to WVU](#). The first thing you do is [Claim](#) your account.

You *must* have a WVUID or Employee Number to [Claim](#) your account. If you do not have either of these identifiers, contact HR.

DUO—Two-Factor Authentication

WVU requires the use of DUO for two-factor authentication when logging into a WVU online resource. When you login, there is a checkbox for keeping an authentication active for a 24-hour period. Once that 24-hour period is ended, you will need to use DUO again to access WVU online resources.

Instructions: [Setting Up Two-Factor Authentication](#) (pdf document)

ITS Articles: [Duo Two-Factor Authentication](#); [Set up on a Phone or Tablet](#)

WVU Portal

The *WVU Portal* provides a one-stop-shop for accessing a variety of WVU online apps and resources.

Using the *WVU Portal* is a quick and easy way to access STAR which is a critical area for faculty to access student information, class lists, and inputting grades.

For a description of each of the access buttons provided on the WVU Portal read:

- [WVU Portal Explained: \[https://portal.wvu.edu/faculty/Documents/PortalGuide.pdf\]](https://portal.wvu.edu/faculty/Documents/PortalGuide.pdf)

To login into the WVU Portal go to:

- [WVU Portal Login: \[https://sso.wvu.edu/cas/login?service=https%3A%2F%2Ffidp.wvu.edu%2Ffidp%2FAuthn%2FExtCas%3Fconversation%3De1s1&entityId=http%3A%2F%2Fsts.wvu.edu%2Fadfs%2Fservices%2Ftrust\]](https://sso.wvu.edu/cas/login?service=https%3A%2F%2Ffidp.wvu.edu%2Ffidp%2FAuthn%2FExtCas%3Fconversation%3De1s1&entityId=http%3A%2F%2Fsts.wvu.edu%2Fadfs%2Fservices%2Ftrust)

STAR—Class Lists and Grades

STAR is an important area for accessing, inputting, and changing student and personal information.

It is essential that faculty be familiar with STAR as this is where class lists reside, and inputting of grades happens.

Grades submitted in STAR become available to:

- Students
- Registrar's Office to create a student transcript
- Faculty and advisors

Access STAR through your [WVU Portal](#): Course Management > STAR

Access for Faculty & Advisors

- Enter Grades
- Registration Overrides
- View Class Lists
- View Student Information

Access for Your Personal Information

- Change your PIN (password) for STAR, MIX & *eCampus*
- Change Security Question & Answer
- Addresses
- Phone Numbers
- Emergency Contact Information
- Create & Update Parent E-mail Addresses

Submitting Grades

Through STAR

URL: Instructions for [submitting grades through STAR](#)

Access STAR through your [WVU Portal](#): Course Management > STAR

Via eCampus (for online courses)

For courses delivered online via *eCampus*, faculty can submit grades into STAR directly from inside the *eCampus* course using *GradeSync*.

- Accessing *GradeSync*: Main menu > Course Management > Course Tools > *GradeSync*

Instructions for [how to use GradeSync](#):

URL: <https://ecampusinfo.wvu.edu/files/d/bd8f95bd-a1ce-4b92-bd8c-6e78204700c0/gradesync-instructor-guide.pdf>

eCampus (online courses)

WVU uses the term *eCampus* when referring to the area where online courses are accessed. The LMS used by WVU is Blackboard. In essence, *eCampus* and Blackboard are the same thing: *eCampus* is development, storage, and delivery of courses developed using Blackboard. For ease of communication at WVU, the term *eCampus* is the term most commonly used. When communicating with *eCampus* Support or technical support, Blackboard is a commonly used term. At WVU, the terms are pretty much interchangeable; default to *eCampus*, though. Clear as mud, huh.

WVU Email Options

Faculty automatically receive two email accounts: 1) Outlook and 2) MIX. Staff only have an Outlook account.

Remember: to access these email accounts you must first [Claim](#) your WVU account.

Outlook

Address: [firstname.lastname]@mail.wvu.edu

- *firstname.lastname* is *not* always the case, though it is the usual convention

You can access Outlook via both your desktop and a web browser.

Web Browser Access: <https://outlook.com/mail.wvu.edu>

Desktop access is through Office 365 ProPlus which is free to WVU faculty, staff, and students.

Instructions for [downloading a copy of Office 365](#):

<https://wvu.teamdynamix.com/TDClient/1976/Portal/KB/ArticleDet?ID=12484>

Mix

Address: [Username]@MIX.wvu.edu

Your MIX account is a Gmail account. The MIX account is the email account for emails from the [Office of Accessibility Services](#) for accommodations. Also, MIX is the default account for email sent from an *eCampus* course (this cannot be changed).

If you want to use *only* your Outlook account, you might consider forwarding your MIX email to your Outlook account.

Access Outlook and Gmail via WVU Portal

On the right side of the screen look for the links to email (see Figure 1).

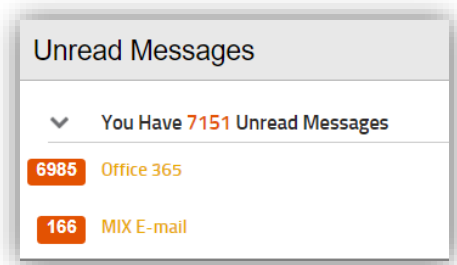


Figure 1. Accessing Email Accounts via WVU Portal

Useful Academic Links

[Resources for Faculty and Staff](#)

[Academic Calendar](#)

[Final Exam Schedule](#)

[Schedule of Classes](#)

[Campus Bookstore](#)

Main WVU Login Screen

WVU uses a single sign-in system. That means that, for the majority of WVU online apps and resources, you will use the same Username and Password.

You will often see the main WVU Login screen—Central Authentication Service (see Figure 2). When you see this login screen, just login as usual.

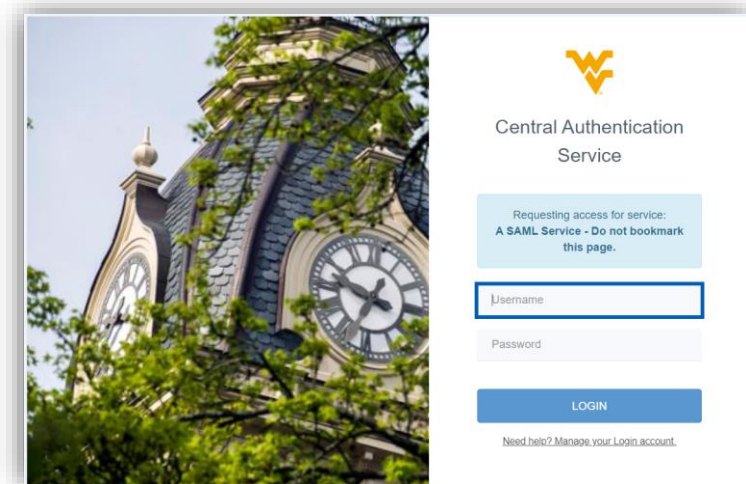


Figure 2. Main WVU Login Screen

Who to Contact for Assistance with Online Access

- *eCampus*: Dr. Marcia Bastian, Director of Assessment and Instructional Development
 - *Office Phone*: 304.929.0317
 - *Email*: marcia.bastian@mail.wvu.edu
 - Dr. Bastian is located on the WVU Tech, Beckley Campus
- *All Other Access (not eCampus)*: ITS Group, WVU-Morgantown, Help Desk
 - *Phone*: 304.293.4444
 - When talking with ITS in Morgantown, tell them you are with WVU Tech, Beckley Campus