

# Access to WVU Online Apps: New Faculty/Employee Essentials

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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](#)
- [DUO—Two-Factor Authentication](#)
- [WVU Portal](#)
- [STAR—Class Lists and Grades](#)
- [Submitting Grades](#)
- [eCampus \(online courses\)](#)
- [WVU Email Options](#)
- [Classroom Technology Support](#)

## 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](#)

## 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 \[https://portal.wvu.edu/staff\]](https://portal.wvu.edu/staff)

## **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*

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

*Link:* Instructions for *Changing 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://wvu.atlassian.net/servicedesk/customer/portal/5/article/300974696>

Link to PDF Guide:

<https://wvu.atlassian.net/wiki/pages/viewpageattachments.action?pageId=300974696&preview=%2F300974696%2F301007506%2FGradeSync%20Instructor%20Guide.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 commonly used. When communicating with *eCampus* Support or technical support, Blackboard is a commonly used term.

Clear as mud, huh.

### **WVU Email Options**

You will automatically receive two email accounts: 1) Outlook and 2) MIX.

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

#### *Outlook*

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

You can access Outlook via either your desktop or 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.

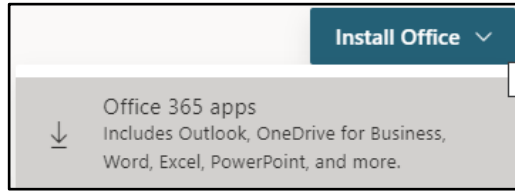
*Link:* Instructions for [downloading a copy of Office 365](#)

*Link:* Instructions for [downloading Office 365 to a Personally-Owned Computer](#)

Some Additional Guidance for accessing Office 365

- Sign in using your WVU User Name and Password

- On the far-right side of the monitor
  - Click on: *INSTALL OFFICE* button (see Figure 1)
  - Click on: Office 365 app (see Figure 1)



*Figure 1. Buttons to Install Office*

**Mix**

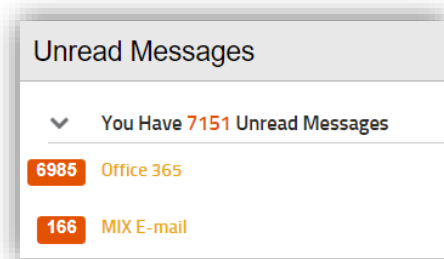
*Address:* [Username]@MIX.wvu.edu

Your MIX account is a Gmail account. MIX is the default account for email sent from an *eCampus* course (this cannot be changed). Also, the [Office of Accessibility Services](#) used MIX account addresses to send emails regarding approved accommodations for a student. They *do not* send the accommodation information to your Outlook account.

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

*Accessing Outlook and Gmail via WVU Portal*

- On the right side of the screen look for the links to email (see Figure 2).



*Figure 2. Accessing Email Accounts via WVU Portal*

*Forwarding Your MIX Emails*

*Link:* [Forwarding your MIX email to Outlook](#)

**Classroom Technology Support**

For immediate assistance with Classroom Technology call: 304-929-1444