

# ATLAS

MyVC is Valencia's online learning community that links students, faculty and staff to one another and to powerful learning resources such as LifeMap, online registration, grades, degree audits, financial aid, and academic records.

## MyVC Password/Personal Identification Number (PIN)

A Personal Identification Number (PIN) is a unique password that allows you to electronically access your student records and to register for classes. When you establish your MyVC account, you will be asked to select an alpha-numeric password that will serve as your PIN each time you log in. By creating a unique PIN, you will help provide increased security for your student records. It is important that you do not forget your PIN since you will be required to enter it every time you log in to MyVC. If you do forget your PIN, you should follow the directions on the MyVC home page to re-set your PIN. Your PIN should be kept secure; you should not share it with anyone.

## MyVC and Student E-mail Accounts

As an admitted Valencia student, you will be assigned an e-mail account through MyVC; this will be the primary and official form of communication from Valencia to you. You should not forward your MyVC e-mail as many Internet service providers filter MyVC e-mail as SPAM, and you may not receive all college communications. Official Valencia notices and helpful information will be provided to you through your MyVC e-mail, on your individual course sites, and throughout MyVC as general information. MyVC allows access to: your student records; register for courses; change your schedule and withdraw from courses; review your account and pay fees; view financial aid information; view your grades; obtain degree audits and unofficial transcripts; request official transcripts; and update your address. Also, you can develop your career and education plans in MyVC.

**Valencia will use your MyVC e-mail to notify you of changes in your accounts, in your courses, and in college policies and procedures. To communicate in a more expedient manner, Valencia uses MyVC e-mail as the primary means of notifying students of important college business and information dealing with registration, deadlines, financial assistance, scholarships, tuition and fees, etc. Communications sent to a student's MyVC e-mail address are official notices.**

**You are responsible for the information and notices that are sent to you via your assigned Valencia e-mail.** To avoid missing important communications from Valencia, it is suggested that you set your Web browser to MyVC and check your account every day for official announcements and notifications.

Sign on to MyVC at [myvc.valenciacollege.edu](https://myvc.valenciacollege.edu) (<https://catalog.valenciacollege.edu/studentservices/atlas/myvc.valenciacollege.edu>) and follow the directions for login. First time users who have received a Valencia College Welcome Letter may click on "Sign Up for an MyVC Account" and follow the directions to sign up for an MyVC account. All new users must agree to the Acceptable Use and Privacy Policies that are included on the site.

## First Stop Labs

First Stop Labs support student success with the use of computers for career and education planning through MyVC, Valencia's Web-based

learning support system. Within MyVC, the My LifeMap tab provides the Web tools: My Career Planner, My Education Plan, My Financial Planner, My Portfolio, and Degree Pathways. These tools will help you develop and save career and education plans, examples of academic work, and job exploration that can be reviewed with student success coaches and faculty. You can also use the First Stop Labs to register, check Atlas e-mail, pay your tuition and fees, check your financial aid status, and complete the Free Application for Federal Student Aid (FAFSA). First Stop Labs are on each campus and are available to all active students.