

# ATLAS

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Atlas 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.

## Atlas 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 Atlas 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 Atlas. If you do forget your PIN, you should follow the directions on the Atlas home page to re-set your PIN. Your PIN should be kept secure; you should not share it with anyone.

## Atlas and Student E-mail Accounts

As an admitted Valencia student, you will receive an e-mail account through Atlas; this will be the primary and official form of communication from Valencia to you. You should not forward your Atlas e-mail as many Internet service providers filter Atlas 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 Atlas e-mail, on your individual course sites, and throughout Atlas as general information. Atlas 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 Atlas.

**Valencia will use your Atlas 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 Atlas 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 Atlas 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 Atlas and check your account every day for official announcements and notifications.

Sign on to Atlas at [atlas.valenciacollege.edu](http://atlas.valenciacollege.edu) (<http://atlas.valenciacollege.edu>) and follow the directions for login. The Acceptable Use and Privacy Policies are included on the site.

## Atlas Labs

Atlas Labs support student success with the use of computers for career and education planning through Atlas, Valencia's Web-based learning support system. Within Atlas, the My LifeMap tab provides the Web tools: My Career Planner, My Education Plan, My Financial Planner, My Portfolio, and My Job Prospects. These tools will help you develop and save career and education plans, examples of academic work, and job exploration

that can be reviewed with advisors and faculty. You can also use the Atlas 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). Atlas Labs are on each campus and are available to all active students.