



## IT INFORMATION FOR SPRING 2017 GRADUATES

**Congratulations!**  
**You're about to become a Valpo alum!**

### **Password Maintenance**

Your access to Valpo's Account Management System will continue so you can change your password every six months for alumni access to DataVU and Gmail@Valpo.

Login here: <https://apps.valpo.edu/ams/>

### **Email**

Valpo alumni are provided with lifetime email accounts – you will keep your Gmail@Valpo account indefinitely after graduation. If you wish to forward your @valpo.edu email address to another account, instructions are available through a Google search or by contacting the Help Desk. If you manage any email lists or Google groups, be sure to appoint an appropriate individual to take over list/group management.

### **DataVU Access**

Student academic and financial information will be available through the end of the spring semester drop/add period\*. After that date, your access will change to allow limited access for diploma and official transcript orders, listed in the "Alumni and Friends" menu. See instructions for ordering your diploma on the reverse side.

### **OneCard**

All OneCard ID services are deactivated 7 days after graduation. This includes parking garage and door access, Dining Dollars, Crusader Cash, and library services. If you have any questions or concerns, please contact the OneCard Office via email (onecard@valpo.edu) or phone (219.464.5131).

***IMPORTANT!*** You will need to present a photo ID – such as your OneCard – when you pick up your diploma after graduation.

### **Blackboard Learn**

Your Blackboard Learn classes will be accessible through the end of the spring semester drop/add period\*. After that date, your access will be disabled and any classes and files will become permanently inaccessible.

### **Network Account**

Upload files from your network H: drive to your Google Drive, save them onto a CD or a USB flash drive from a lab computer on campus, or download files to a personal computer. Your H: drive will be deleted at the end of the spring semester drop/add period\*.

### **Lynda.com**

Take advantage of the opportunity to earn certificates of completion and boost your professional skills! Access to Lynda.com will be disabled at the end of the spring semester drop/add period\*.

### **Discounted Software**

Don't forget to take advantage of software discounts on various titles by visiting the Kivuto Solutions e-store. Access to the e-store will be disabled at the end of the spring semester drop/add period\*.

Login here: <https://apps.valpo.edu/authentication/kivuto/>

### **IT Software on Your Personal Computer**

Uninstall any software provided by IT for your use on the Valpo network, such as wi-fi security certificates and Microsoft Office 365. The Help Desk can assist you with removing this software.

### **Need Help?**

Contact the Help Desk with your questions.

**online: <https://helpdesk.valpo.edu> - email: [helpdesk@valpo.edu](mailto:helpdesk@valpo.edu) - phone: 219.464.5678**

\* see the Law Registrar website ([www.valpo.edu/law/current-students/law-registrar](http://www.valpo.edu/law/current-students/law-registrar)) for drop/add dates

## How to Order Your Diploma Through DataVU

Complete these steps at your earliest opportunity in order to avoid delays in receiving your diploma.

1. Login to DataVU, navigate to the Students menu, and click the link for “Diploma Request” (in the Academic Profile section).
  - a. When your DataVU access changes, the Students menu will be replaced by the Alumni and Friends menu. This menu includes options for transcript and diploma ordering.
2. Select your preferences and enter a mailing address.
3. To request duplicates, enter the number of additional diplomas in the “Duplicate Qty” field. Follow the available instructions for paying duplication fees.
4. Include any special instructions at the bottom of the page.
5. Changes can be made by going back to the form in DataVU any time before diplomas are mailed.
6. Diplomas will be mailed to the address provided on the Diploma Request form as soon as they are printed, no more than 30 days after the end of the semester.
7. Students can pick up their diploma in the Office of the Registrar instead of having it mailed. **Photo ID is required.** Graduates will receive an email from the Office of the Registrar when diplomas are ready for pick up.
8. The Office of the Registrar is unable to release diplomas to graduates with any outstanding obligations to the University. Please resolve any outstanding obligations (such as library fines or parking tickets) with the applicable offices before graduation.