VANDAL ACCOUNT
ACCOUNT MANAGEMENT
A Vandal account is created for new students upon admission.

Your University of Idaho Account provides access to **BbLearn** (course materials), **Email** (@vandals), **VandalWeb** (unofficial transcript and other personal records) and more.
HOW DO I ACCESS MY NEW STUDENT ACCOUNT?

FIRST TIME LOGGING INTO VANDALWEB

If this is your first time logging into VandalWeb activate your University of Idaho account.

Set your password:

1. **First time logging into VandalWeb**: Start process at help.uidaho.edu on the account lookup page, enter your Vandal number (V1234578) provided in your admissions e-mail, or the e-mail address you provided on your Admissions Application. Your application e-mail will only work the first time you access Account Management.

2. A six-digit code will be sent to your email address, or phone, to verify your access.

3. Once verified you will be directed to "Change Password" page. Be sure to save your NetID (joev1234@vandals.uidaho.edu) and new password.
   - **Password suggestion**: A passphrase is multiple words strung together in a memorable fashion (e.g. DollarMovieFriday). Consider using a passphrase for even stronger security. Compared to traditional passwords, passphrases are harder for an attacker to break because of their length.
   - Keep your password somewhere safe where it cannot be accessed by others. Never share your password with anyone, for any reason, including with ITS. They do not need to know anyone's password to assist you.

4. **Next**: Security Profile
SECURITY PROFILE

You can Opt out of the security profile, but this will mean that any time you forget your Vandal #, NET ID or password, you will need to contact the Student Technology Center (208) 885-HELP (4357) (option 2) to gain access to your account.
1. You can Opt out of the security questions, but this will mean that any time you forget your password or it expires, you will need to contact the student technology center (208) 885-HELP (4357) (option 2) to gain access to your account.

2. Please add 3 security questions to your account.

3. Answers to security questions are not case sensitive and must contain at least 5 alphanumeric characters.
SECURITY CONTACTS

1. You can Opt out of the security contacts, but this will mean that any time you forget your Vandal #, NET ID or password, you will need to contact the Student Technology Center (208) 885-HELP (4357) (option 2) to gain access to your account.

2. Only add email addresses and phone numbers YOU own.

3. Do not add a cell phone number if your high school does not allow phones on campus.

4. Add your high school email address.

5. Add at least one personal email that you have access to today.

If you need to reset your password a six-digit code will be sent to your email address, or phone, to verify your access.
HOW DO I ACCESS MY STUDENT ACCOUNT?

RETURNING STUDENTS

1. A returning student is someone who has logged and forgot their password: Answer the security questions.
   - A six-digit code will be sent to your email address, or phone, to verify your access.
   - If you did not complete the security profile you will need to contact the Student Technology Center (208) 885-HELP (4357) (option 2) to gain access to your account.

2. Once verified you will be directed to "Change Password" page. Be sure to save your NetID (joev1234@vandals.uidaho.edu) and new password.
   - **Password suggestion**: A passphrase is multiple words strung together in a memorable fashion (e.g. DollarMovieFriday). Consider using a passphrase for even stronger security. Compared to traditional passwords, passphrases are harder for an attacker to break because of their length.
   - Keep your password somewhere safe where it cannot be accessed by others. Never share your password with anyone, for any reason, including with ITS. They do not need to know anyone's password to assist you.
WHAT IS A NETID?

The username for your account is called your NETID, (joev1234@vandals.uidaho.edu). Your NetID is your key to access university computer and electronic resources including: student e-mail, vandalweb, internet access, bblearn, computer labs, kiosks, and many other resources.
WHAT IS A VANDAL NUMBER?

Your Vandal ID is 9-digits (V12345678) assigned to every student as a unique identifier. Please make note of your number and keep it in a secure location.

Don't know your V-number? It's easy to find.

- Log-in to VandalWeb
- Click on the "Students" tab
- Click on "Student Profile"
- Your V-number is next to your name
Are you always forgetting your Vandal #? Get your Vandal ID Card and you will always have it with you.

ID card requirements:
1. Currently registered for UI classes
2. Tuition payment fees processed
3. State or government ID

Not located in Moscow? Visit the Dual Credit website for more locations.
VANDALWEB

- Verify Enrollment
- View Final Grades
- View your Unofficial Transcript
Sign in

VandalWeb

Sign in with your complete Vandal e-mail address:
• joev1234@vandals.uidaho.edu
Verify Enrollment

Student Detail Schedule
This page lists the classes for which you are registered for the term. All of the detail information about the class(s) is included.

VandalWeb
1. Registration
2. Select correct term
3. Weekly Schedule
4. Detail Schedule
Final Grades

Check your final grades at the end of each semester.

University and High School Grades
The high school grade and the university grade do not have to be identical.
1. Courses offered for dual credit; the school district must follow UI policies (meaning any change or variation to the university course or syllabus must be reviewed and approved by the academic department and in line with the institution).
2. If there is variation between the two classes (i.e., high school and University of Idaho DC), the teacher keeps two grade books, one to meet the high school policy, and one to meet the UI policy.
   a. There could be two different grades for a course to satisfy both policies.
   b. Contact your teacher if you have any questions about your final UI grades.

VandalWeb
1. Select Students tab
2. Select Degree Audit & Transcripts
3. Select Final Grades
4. Select semester from drop-down list and click Submit
Course Evaluations

To comply with UI policy and NACEP accreditation, all students have the opportunity to evaluate their UI Dual Credit course.

**Purpose**
Student evaluation of teaching has two purposes:
- To assist individual instructors in improving their own teaching;
- To assist academic administrators in counseling instructors about their teaching.

The following link is a shortcut through VandalWeb to the Student Portion of the online Student Evaluation. Course evaluation is available after your course mid-term.

If the above link doesn't work for you, try VandalWeb.
1. Student Tab
2. Instructor/Course Evaluation

For more information visit: Student Evaluation
Unofficial Transcript

VandalWeb
1. Student Tab
2. Degree Audit & Transcript
3. Unofficial Transcript
Transferring to another institution?

Order an Official University of Idaho Transcript

1. Order your transcript through the National Student Clearinghouse. This option allows a Social Security Number or Vandal ID number.

2. Order a transcript by Fax, Mail, or In Person using the Transcript Request Form. This option allows a Date of Birth or Vandal ID number.

*It is recommended that students check their record (unofficial transcripts) to verify that grades are posted before submitting an official request.*

Credits earned at the UI are recorded on an official transcript and can be transferred to other colleges and universities. Students are encouraged to consult with the institution of their choice regarding the transferability of credits earned, prior to registering for dual-credit courses.