A Vandal account is created for Dual Credit affiliates.

Your University of Idaho Account provides access to BbLearn, E-mail and VandalWeb.
HOW DO I ACCESS MY NEW 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)

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 the "Change Password" page. Be sure to save your NetID (joevandal@uidaho.edu) and new password.
   - **Password suggestion**: A passphrase is multiple words strung together in a memorable fashion (e.g., DollarMovie!Friday). 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.
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 call (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 call (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.
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 call (208) 885-HELP (4357) (option 2) to gain access to your account.

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

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

4. Add your work/high school email.

If you need to reset your password a six-digit code will be sent to your email address, or phone, to verify your access.
FORGOT YOUR PASSWORD?

1. Current teachers - 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 call (208) 885-HELP (4357) (option 2) to gain access to your account.

2. Once verified you will be directed to the "Change Password" page. Be sure to save your new password.
   - **Password suggestion:** A passphrase is multiple words strung together in a memorable fashion (e.g. DollarMovie!Friday). 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, (joevandal@uidaho.edu).

If your NET ID has numbers, you are using your student account (joev1234@vandals.uidaho.edu), which is the wrong account.
Are your students always forgetting their Vandal #?

They can request a Vandal ID Card.

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.
Sign in

VandalWeb

Sign in with your complete Vandal e-mail address:

- joevandal@uidaho.edu
FERPA Tutorial

VandalWeb → Personal Information Tab → Take the FERPA Tutorial

The FERPA tutorial needs to be completed every 12 months from the first time you completed the tutorial. 24 hours after the FERPA Tutorial is completed, you will have access to your rosters.

Rosters

1. VandalWeb → Faculty & Advisors tab → Select Class List Summary or Class List Detail
2. Select semester → Class from the drop-down list and click Submit button
3. Click DOWNLOAD THIS CLASS LIST after the Course Information.
   • Student Vandal ID number (V12345678), name, and e-mail address are the three items downloaded on the spreadsheet.