

VANDAL ACCOUNT

ACCOUNT MANAGEMENT



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)

The image displays two screenshots of the VandalWeb account verification process. The first screenshot, titled "Verify Text", shows a reCAPTCHA "I'm not a robot" checkbox and a "Continue" button. A yellow arrow points to the second screenshot, titled "Verify Contact". This window contains a "Lookup" button next to an email address field with "joevandal@gmail.com", and a "Send Code" button next to a radio button selected for "xxxxxxxxxxx@gmxxl.com (email)". At the bottom of the "Verify Contact" window are "Start Over" and "Continue Without Verification" buttons.

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.



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

SECURITY QUESTIONS



University of Idaho

You are signed in as:
Joe Vandal

Passwords

Change Password

Change Alumni Password

Security

Security Questions

Security Contacts

Security Opt Out

Migrate to Alumni/Gold

Manage Groups

Extend Expiration

Print Pages

Wireless Registration

Sign Out

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.

Add Security Question

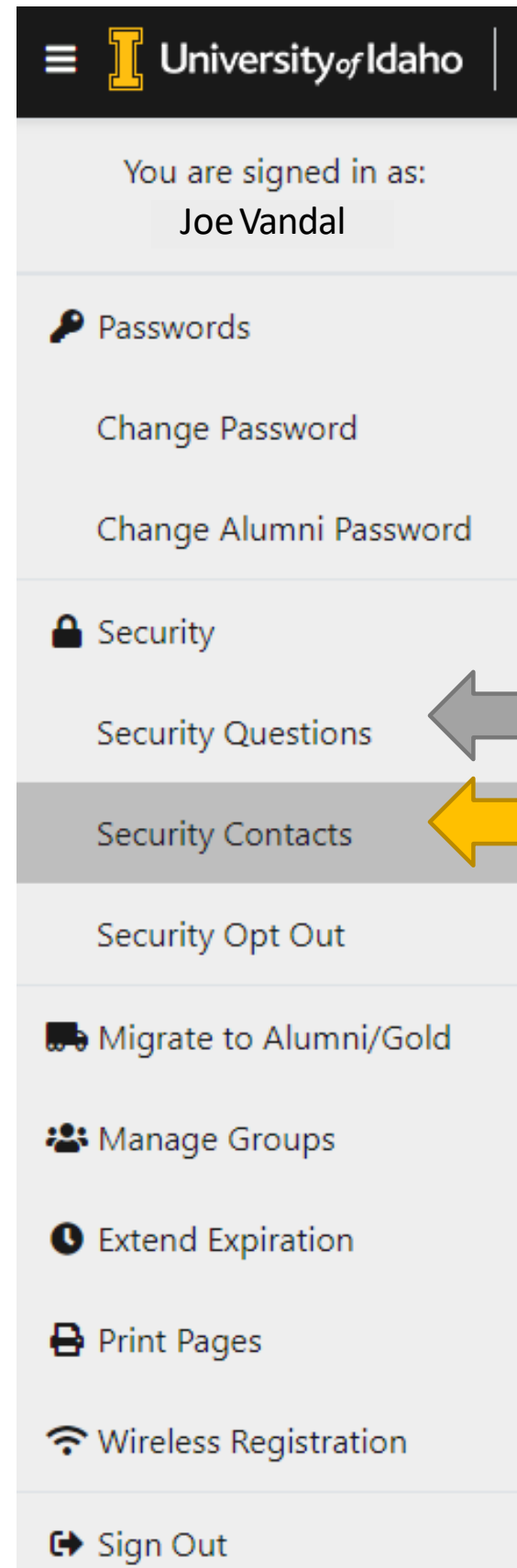
Question:

- What was your most memorable gift as a child?
- What was your most memorable gift as a child?
- What is the name of the first business you worked at?
- What was the most unusual job you have had?
- Name of a college you applied to but did not attend?
- Where did you meet your spouse (boy/girlfriend) for the first time?
- What was the name of your first pet?
- What was the first album you owned?
- What is the last name of your favorite teacher?
- What was your favorite place from your childhood?
- Where were you when man first landed on the moon?
- What was the name of the band/artist of the first concert you attended?
- Name of a childhood best friend?
- What is the last name of the funniest friend you know?
- What is the last name of your first boyfriend or girlfriend?
- Where was your grandmother born?
- What town did your grandfather last live in?
- What is your favorite film, book, or comic book?
- Where were you on January 1, 2000?
- What is the first name of your first boss?
- Who is a memorable person from your childhood?

Note:
5 alph



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 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?



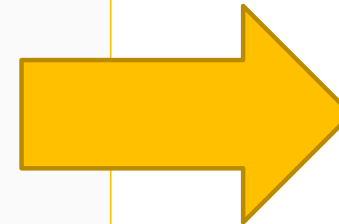
1. Current teachers - is someone who has logged and forgot their password: Answer the security questions.
 - A six-digit code will be sent to your email address, or phone, to verify your access.
 - If you did not complete the security profile you will need to call (208) 885-HELP (4357) (option 2) to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

Verify Text

I'm not a robot

reCAPTCHA
Privacy - Terms

Continue



Verify Contact

Account Name, ID Number or Email Address

joevandal@gmail.com

Lookup

Send Verification Code To

xxxxxxxxxxxx@gmxxl.com (email)

Send Code

Start Over

Continue Without Verification

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.

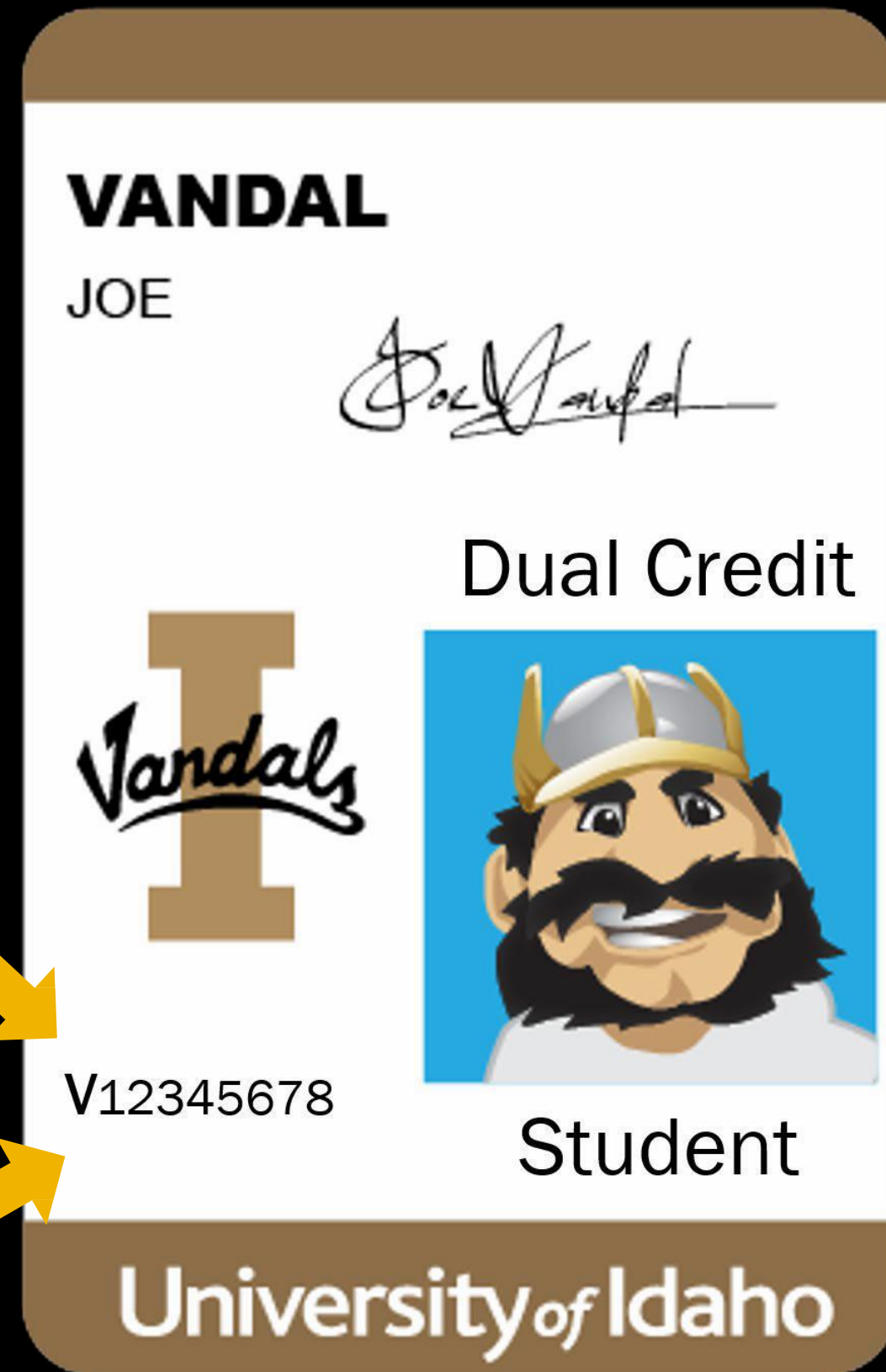
WHAT IS A NETID?



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.

VANDAL ID CARD



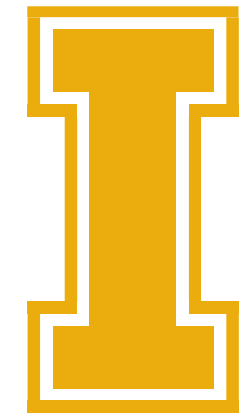
Are your students always forgetting their Vandal #?

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.



University
of Idaho

VANDALWEB

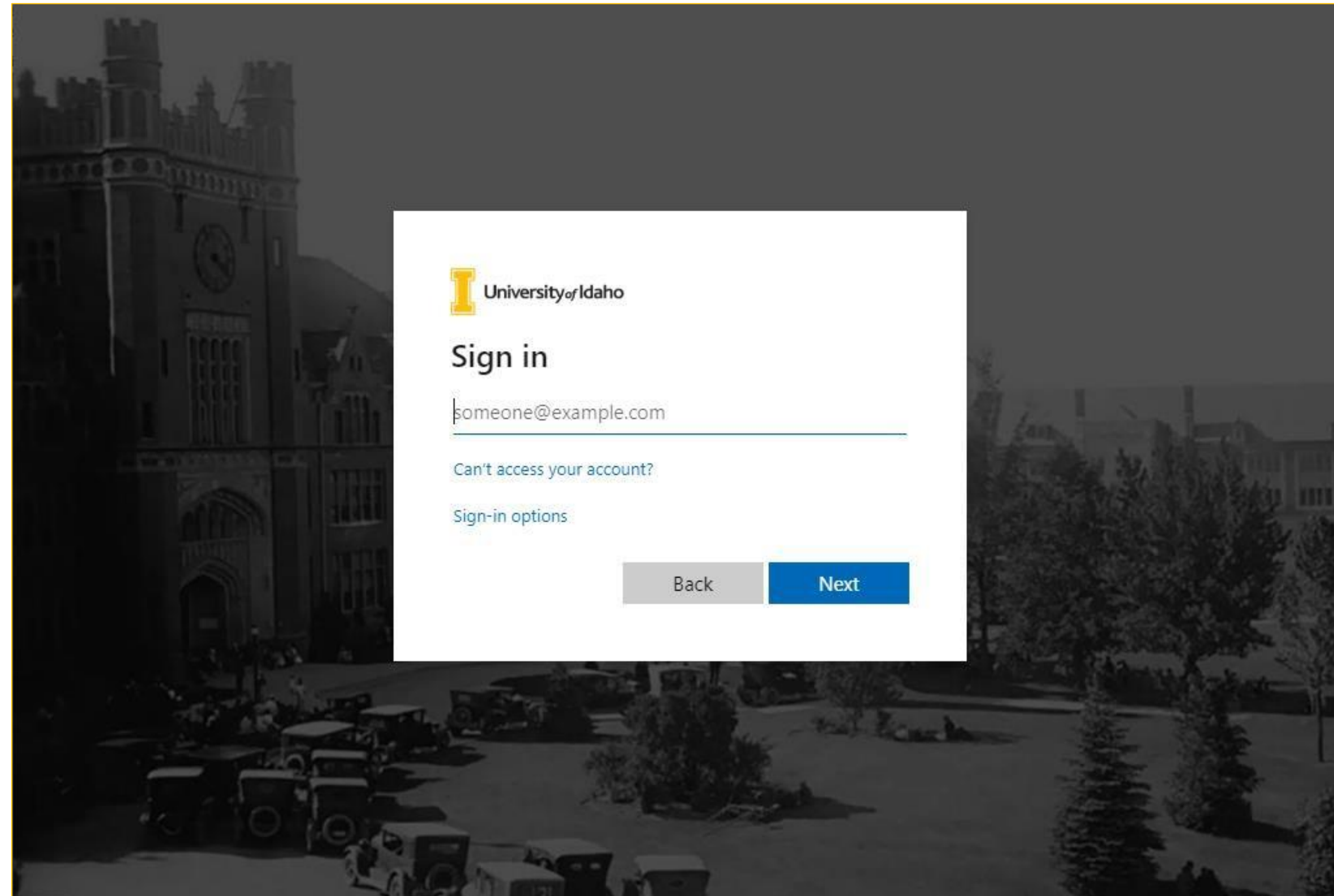
Sign in



[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.

