



# STUDENT QUICK REFERENCE GUIDE

## Setting up your Atlas account.

Please allow 3-5 business days after turning in an Admissions application before setting up an Atlas account. Go to [atlas.valenciacc.edu](http://atlas.valenciacc.edu)

- Click **Sign up for an account** located below to the Login Box.
- Click **Atlas Usage Statement**
- Click **Accept the above conditions**
  
- Enter information in the appropriate boxes

### **\*Do not use dates to answer your secret question\***

The pin must be 6 characters - AlphaNumeric combination (no dashes, periods, or spaces). Once you have entered all information, click Submit. The computer will then generate your individual Username and e-mail address. **Note: We encourage you to write the information down in a secure location.**

## After Logging In

### 1. View My Valencia Identification Number

- Right under **My Atlas** tab, click **Show VID**
- Once you have seen the VID, click OK

### 2. Check Holds

- Click **Registration** tab
- Click **Transcripts, Grades and Holds** link
- Click View Holds link
- Follow the links that will tell what kind of hold and where to take care of it

**Note: Financial holds paid online (i.e. parking, short-term loan default) will not be removed from your account until you contact the business office.**

### 3. Check My Financial Aid Status

- Click **Students** tab
- Click **Financial Aid** link
- For more information refer to the Financial Aid Guide located at the Information Station or at [valenciacc.edu/finaid](http://valenciacc.edu/finaid)
- to check balance - click **Term Balance Less Anticipated Financial Aid** - Note: A positive number is how much you owe, a negative number is your anticipated refund.

### 4. Register For Classes

- Click **Registration** tab
- Click **Register for classes** link
- Follow steps 1-5

When you have finished adding and dropping courses, click **Submit Changes** below to complete online registration. Go to Registration Fee Assessment.

### 5. Student Detail Schedule

- Click **Students** tab
  - Click on the **Register for classes** link
  - Click on the **Student Detail Schedule** link
  - Select **Term** and click **Submit**
  - Then go to **File** then to **Print**
- Note: This is the schedule you need for the bookstore and when speaking with Academic Advisors. This schedule will show a listing of your registered courses, class times, room number and class professor.**

### 6. Pay My Valencia Bills Online

- Click **Register** tab
  - Click **Pay for My Classes** link
  - The next screen contains your Account Balance and Fee Payment Information. Look at the total amount due and make a note of it before proceeding.
  - Select payment type:
    - Pay online using checking or savings account
    - Submit Your Credit Card Payment Online
    - Sign up for a TIP Payment plan
  - Select the term for which you are paying, click the **Submit Term** button
  - Fill in all fields for credit card information, click **Submit Payment**. **CLICK ONLY ONE TIME!** It may take several moments for the payment to be processed.
  - Print payment and keep it in a safe location in the event you need it to show proof of payment
- Note: You must pay 100% of the account balance to complete your registration. Please pay before the payment due date to avoid courses being dropped for non payment.**

### 7. Withdraw From Class

- Click **Registration** tab
  - Click **Register for Classes** link
  - Click **Step 3—Register for Classes**
  - Select the term you wish to view, and click the **Submit Term** button
  - The screen will show your current classes
  - Select Withdraw (web) by clicking the drop-down box next to the class(es) you wish to withdraw from
  - Once you have completed your changes, click **Submit Change**
- Note: To ensure the withdrawn classes have been removed from your schedule, please print out a new "Detail Schedule" which should include the updated changes.**



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## 8. See Your List Of Courses

(This is not a copy of your schedule)

- Click **My Courses** tab
- Click the **Click here** to ink
- Click the individual course name to access that course's home page
- To e-mail your professor click link under their name or click name on course home page

## 9. View My Grades

- Click **Registration** tab
- Click **Transcripts and Grades** link
- Click **Final Grades** link
- Submit the term
- Scroll down to view grades for each class

**Note: The grade of "M" means the grade is missing. Please check the account again in 2-3 days for the proper grade or contact the professor.**

## 10. Send An E-mail

- Click **E-mail** icon at top right of the page
- Once inside, click **Compose**
- Type in the address of the person you are sending mail to
- If you need to search for a person, click the **address** link on the right-hand side
- Click on Atlas Directory
- Select "Search for" i.e. first, last
- Fill in First and Last name
- When finished composing mail, click **Send** button at bottom of the page

## 11. Use LifeMap Tools

- Click **MY LifeMap** tab
- Select desired LifeMap tool
- There are several tools to choose from including My Educational Plan, My JobProspects, My Portfolio, My Career Planner

## 12. Do A Degree Audit

- Click **Registration** tab
- Inside the Path to Graduation box
- Click **My Academic Progress (Degree Audit)** link
- Select the Term (current term is the term you are in right now)
- Click **Generate New Degree Audit** at bottom of the page
- Select the Program desired and then Generate Request
- Choose **Detailed Requirements**
- Print this out if you have any questions and bring it to see a specialist in the Answer Center

- What if Analysis: If the program you would like to Audit is not within your "New Degree Audit," you can Request a "What if Analysis"

## 13. Change Address And Phone Number

- Click **Registration** tab
- Click **Update my Address** link
- Choose **Update Address and Phone** link
- Click **Current**, enter ending date and click **Submit**
- From the **Type of Address to Insert** pull down menu, select **Mailing**
- Update your information
- Click **Submit**

**Note: If you are Valencia employee or a work study Student you will need to change your address with Human Resources.**

## 14. Request Official Transcripts

- Click **Registration** tab
- Click **Transcripts and Grades** link
- Click **Request Transcripts** link
- Follow instructions for choosing an address, then click **Continue**
- Select **Student Transcript** and for course level select **Credit**, review mailing address to make sure it is correct, and then click **Continue** at bottom of screen
- Fill in required information and click **Continue**
- Review information and click **Submit Request**

**Note: There is a \$3.00 charge per Transcript. Please allow at least 48 hours for your request to be processed.**

## 15. Join A Group

- Click the **Groups** icon located at the top of the page after the **Calendar** icon
- Follow the onscreen steps to join a group

## FOR MORE INFORMATION

Atlas Help Desk: 407-582-5444

E-mail: [askatlas@valenciacc.edu](mailto:askatlas@valenciacc.edu)

Complete Atlas Resource Guide:

[http://valenciacc.edu/students/howto/documents/Atlas\\_guide.pdf](http://valenciacc.edu/students/howto/documents/Atlas_guide.pdf)

Atlas How-To:

<http://valenciacc.edu/students/howto>