

GETTING STARTED GUIDE



If you experience any issues while going through these steps, please reach our IT department by calling 304-424-8215 or submitting a ticket at it.wvup.edu.

Step #1: Find your WVU Parkersburg information:

- A. Go to findmyid.wvup.edu
- B. Enter the information requested and take note of the information on the screen or print the information out. The information on the screen will have:
 - WVU Parkersburg ID Number
 - WVU Parkersburg Network ID
 - WVU Parkersburg Email Address
 - WVU Parkersburg Temporary Password

Step #2: Setup your WVU Parkersburg Network Account:

- A. Go to myaccount.wvup.edu
 - Log in using you WVU Parkersburg Network ID as the username and your temporary password.
 - Once logged in, you will select 'Set Up Account' on the pop-up window.
 - Select Security Questions and choose 'Next.'
 - Choose three security questions from the drop down choices and answer them.
 - When finished, click 'Next.'

If you forget your password, you can answer these questions to reset your password.

- B. After successfully setting up your Security Questions, choose 'Change Password' in the top left screen.
 - Follow the password criteria to create a new password.

Step #3: Access your WVU Parkersburg Email:

- A. Go to webmail.wvup.edu
- B. Use your WVU Parkersburg email address and the password you created in Step 2.
 - ex. Email Address: jdoe@wvup.edu
 - Password: *****

BLACKBOARD LOGIN INFORMATION

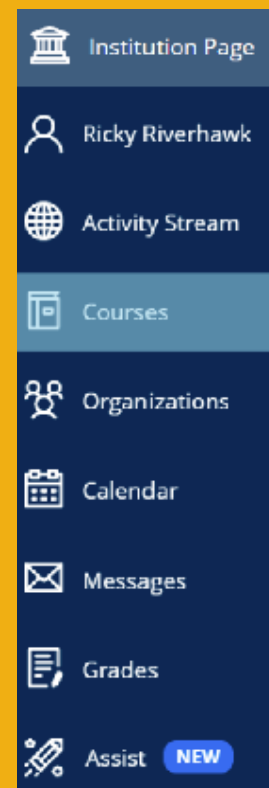


Step #1: Log in to Blackboard

- A. Go to blackboard.wvup.edu
- B. Use your WVU Parkersburg Network ID as the username and the password you created as the password.
 - WVU Parkersburg Network ID: ex. jdoe
 - Password: *****
- Blackboard Tutorials:
Watch the video on the blackboard.wvup.edu website.

Step #2: View your Courses

- A. Once logged in, click the 'Courses' button on the left.
- B. Under the 'Courses' tab, you will see all the courses you're currently enrolled in. From here, you can navigate the course to find assignments and course announcements.



Need help? Contact our IT Help Desk

Phone: 304-424-8215

Email: helpdesk@wvup.edu

Website: helpdesk.wvup.edu