

Project EXCEL Online Enrollment Form Student Instructions

This form can be completed at school or at home. To avoid input errors, we recommend the use of a tablet, laptop, or desktop computer to complete the enrollment form; however, the form can be completed on a smartphone.

Please keep record of your username and password when completing the OEF. Should your session be interrupted, or you simply do not have time to finish the session, you will be able continue without having to start the process again from the start.

Student Online Enrollment Form (OEF) Link:

<https://ssb.vinu.edu/PROD/ProjectEXCELOEF>

NEW STUDENTS - Upon successful completion of the Online Enrollment Form (OEF), new students will receive an email within 1 – 3 business days. This email will contain your VU Student ID Number (A#), and your MyVU username and password. **As a reminder, your A# must be listed on the paper registration form.**

When entering an email, please choose a valid email address on the OEF that can, AND WILL, be checked.

You will be required to access this email and follow the instructions for authenticating the email address that you listed on the OEF. This step is required prior to submission of the four-part Project EXCEL registration form.

RETURNING STUDENTS – You are required to complete the OEF, each academic year, to reactivate your student status and confirm or update the current information listed for you in the VU system. In most cases, returning students will not receive an email with your VU Student ID and MyVU information, because this information was previously sent to you after your first Project EXCEL course registration.

If you are a returning student and do not have your VU credentials, you must utilize the following methods to retrieve this information.

Returning students needing their MyVU information - go to vinu.edu and click "MyVU" (top right side of screen). Click "Need Username/Password Help?" link (bottom left of screen), enter your SSN, and follow the instructions.

Once a returning student has access to their MyVU portal, they need to:

- 1. Log into MyVU, where they will be prompted to designate or confirm their preferred email address – **this will require you to login to your email account and follow instructions to authenticate the email.***
- 2. Obtain your A# by logging into your MyVU account:*
 - a. Go to vinu.edu and click "Sign In" (top right side of screen)*
 - b. Once signed in, click on "Need your A number?" under Quick Links (left side of the screen under "Contact Information, etc.").*