Post View Documentation For Cadets

(Revised 11/18/2009)
OVERVIEW:

Post View is Virginia Military Institute’s web-based information system. Its interactive web interface allows authorized users the ability to extract real-time data directly from the Administrative Database to the desktop. By being web-based, Post View can be accessed from any internet-ready connection.

Cadets will have access to grades, GPA, transcripts, schedules, academic degree audits, and course availability.

Post View is not intended as a replacement for academic advising or counseling, but a tool to more effectively and efficiently access information from the existing administrative database.

It will be the cadet’s responsibility to maintain integrity of their individual login and password pursuant to the Appropriate Use of VMI Information Systems. Violation of these guidelines will be dealt with in a swift and certain manner.

The following pages outline the specific instructions for cadet’s use of Post View. Along with these instructions are help screens built into most Post View screens.
MAIN MENU:

To access the Main Menu for Cadets enter: https://postview.vmi.edu/WebAdvisor/WebAdvisor?TOKENIDX=1991330006&type=M&constituency=WBST&pid=CORE-WBST. From this Main Menu (Figure 1.0) simply click on the menu item you wish to view.

Suggestion: You may want to add this as a link under your Favorites menu.
LOG IN:

Once a cadet receives their WebID and password they can access the Post View login screen at:
https://postview.vmi.edu/WebAdvisor/WebAdvisor?TOKENIDX=1991330006&SS=LGRQ&URL=https%3A%2F%2Fpostview.vmi.edu%2FWebAdvisor%2FWebAdvisor%3FTOKENIDX=1991330006%26type%3DM%26constituency%3DWBST%26pid%3DCORE-WBST&CONSTITUENCY=WBST

**IMPORTANT!!!** The initial password is a one-time password and must be changed immediately upon entering Post View. If the password is not changed further access will be denied.

**NOTE:** Post View is designed to lock a user out after five unsuccessful login attempts. If this should happen, wait at least five minutes before trying to login again. If you have forgotten your UserID or password, you can find those from links on the Main Menu.

To change the password:

- Select “Change password” from the main menu.
- Enter your UserID along with the old password and new password you want to use (Figure 2.0).
- Reenter the password again in the “Confirm Password” field.
- If you wish you may enter a hint for your password to help you remember your password should you forget it. If so enter the hint in the “Hint” field.
- Click SUBMIT to record the change.
Figure 2.0
WHAT’S MY USER ID:

The “What’s my user ID” screen is designed to display your user ID should it be forgotten.

- Select “What’s my user ID?” from the main menu.
- Enter your Last Name and either your Social Security Number or your seven-digit Colleague ID number (Figure 3.0).
- Click SUBMIT.

A screen will be displayed showing your User ID. Once you have your User ID, click on MENU or LOG IN to go back to the login screen.

(Figure 3.0)
WHAT’S MY PASSWORD:

Post View can help you remember your password if you entered a hint for it when you first entered the password. If you did not enter a hint you can have your password reset from this screen.

Retrieving the password hint:

- Select “What’s my password?” from the main menu.
- Click on “I might remember, show my password hint” (Figure 4.0).
- On the screen presented enter your Web ID number and click SUBMIT (Figure 4.1).
- A screen is presented showing the hint you entered for your password.
- Click MENU or LOG IN to return to the Login screen.

Resetting the password:

- Select “What’s my password?” from the main menu.
- Click on “I don’t remember, reset my password” (Figure 4.0).
- On the screen presented enter your Last Name and either your Social Security Number or Colleague ID number and click SUBMIT (Figure 4.2).
- On the next screen (Figure 4.3) click on the drop-down box and select your email address.
- Click SUBMIT.
- A temporary password will automatically be sent to your email address.

NOTE: Once you receive your temporary password you must change it the next time you login. It is a one-time password and will expire after the first use.
Figure 4.2

Figure 4.3
CHANGE PASSWORD:

From time to time there may be a need to change your password or enter a new password if the existing password has expired (See Notes below).

- Select “Change password” from the main menu.
- Enter your User ID along with the old password and new password you want to use (Figure 5.0).
- Reenter the password again in the “Confirm Password” field.
- If you wish you may enter a hint for your password to help you remember your password should you forget it. If so enter the hint in the “Hint” field.
- Click SUBMIT to record the change.

(Figure 5.0)

NOTE: About every 90 days your password will automatically expire. You must use this screen to enter a new password at that time. This is a security feature built into the system.

NOTE: Passwords must be between 6 to 9 characters in length and be alphanumeric (include both letters and numbers). It is also case-sensitive.
MY PROFILE:

The “My Profile” screen is a summary demographic screen of pertinent academic and personal information on the cadet.

- Select “My profile” from the main menu

The following screen (Figure 6.0) is displayed showing specific information about the cadet including:

- Name and ID number
- Address
- Phone number
- Email address
- Emergency Contact information
- Counselor Name
- Advisor name and contact information
- Academic program information

(Figure 6.0)
SEARCH FOR SECTIONS:

“Search for Sections” allows users to search for active courses that have been opened up for on-line access in a current or future allowable term.

Individuals can search by one or more of the following criteria:

- Terms (those open and available for viewing)
- Starting On/After Date or Ending By Date
- Subjects
- Course Levels
- Course Number
- Section
- Sections Meeting After/Sections Ending Before
- Day of the week
- Location
- Instructor

On the screen presented (Figure 7.0) select or fill in the appropriate field or fields you wish to search on and click SUBMIT. The system will query the administrative database and return with a list of courses that match the search criteria.
**Example:** The following screen (Figure 7.1) is requesting courses for FL09 (Fall 2009) and all active courses within the subject area of MU (Music).

As a result of the search criteria the following screen (Figure 7.2) is displayed outlining:

- **Term**
- **Status**
  - Open (Course is open and has room for additional occupants)
  - Closed (All spaces are full for the course)
- **Section Name and Title**
- **Location**
- **Meeting Information** (Time and Classroom information)
- **Faculty**
- **Available/Capacity/Waitlist** (Capacity of course/Available seating remaining/Cadets waiting to enter course)
- **Credits**
- **CEUs** (Not Used)
- **Academic Level** (UG is the only academic level at VMI)
NOTE: All courses are subject to change based on pre-registration and demand. The final Master Schedule is published at the start of each semester.
HOLDS:

Cadets from time to time may have holds put on their account. Holds will prevent a cadet from registering, obtaining grade information, graduation and other privileges.

To view any holds on a cadet’s account:

- Select “Display Holds” from the main menu.

The following (Figure 8.0) shows the Holds screen outlining:

- Cadet Name
- VMI Class
- Major
- Minor
- Hold information including Department, Description of Hold, Start date of hold and any additional comments.

NOTE: It is the cadets’ responsibility to contact the department that has placed a hold on the account and pursue corrective measures.

The sample student (Figure 8.0) has no holds against his account.
REGISTER FOR CLASSES:

By selecting “Search/Register for classes” a cadet can search and register for classes during the period designated by the Registrar for registration.

- Select Search/Register for classes from the menu.
- On the screen displayed (Figure 9.0), Select the appropriate Term.
- Fill in the appropriate field or fields you wish to search.
- Scroll to the bottom of the screen and click SUBMIT.

(Figure 9.0)
The following screen (Figure 9.1) represents a search for all English courses with a course level of Senior/Firsts.

- Click in the box next to the course or courses you wish to register for.
- Click SUBMIT.

**NOTE:** The “Credits” (number of credit hours) column cannot be changed. If it is changed, an error message will be displayed and your selection will not be accepted.

After your selection is made and submitted the “Register and Drop Sections” screen (Figure 9.2) is displayed showing the courses for which you plan to register along with the current courses you are taking this term.

Follow the instructions and select the appropriate Action on each drop down menu.
If you are satisfied with your schedule you are finished with the registration process and can log off.
ADD CLASSES:

“Add Classes” is almost identical to “Register for Classes”. It can be used during the registration process and also during the Drop/Add period at the beginning of each term. The process for Add Classes is the same process for Search/Register for Classes therefore please refer to the “Search/Register for Classes” section of this document for the procedures to add a class.
DROP CLASSES:

“Register and Drop Classes” is used to remove a class from a cadet’s schedule. Register and Drop Classes will only be active during the registration process and also during the Drop/Add period at the beginning of each term.

- Select “Register and Drop Classes” from the main menu.
- The following screen is displayed showing the courses for the upcoming term along with the courses for the current term. To determine what term the courses are in look under the “Term” heading. Only courses in the term you are registering for can be dropped. Current or Active courses can not be dropped (Figure 10.0).
- Click in the box beside the course(s) you want to drop.
- Click SUBMIT.

![Register and Drop Sections](Figure 10.0)

A screen will be displayed detailing the course that was dropped and the remaining schedule. Note that both the current term and the term being registered for are both displayed.
GRADES:

From the “Grades Inquiry – Select Term” screen a cadet will be able to display their grades for a specific term, along with the GPA for that specific term.

- Select “Grades Inquiry – Select Term” from the main menu.
- Check the box beside the Term to be viewed (Figure 11.0).
- Click SUBMIT.

(Figure 11.0)

The following screen (Figure 11.1) will be displayed outlining:

- Cadet Name, Class, Major, Minor and Term selected
- FERPA Release Information
- Advisor and Department Head
- Course and Section
- Course Title
- Credit hours for the course
- Grades for all grading periods including the Final Grade
- Total Semester Credit Hours, GPA for each grading period and Final GPA for term

Both interim grades, as well as the final grades are posted as provided by the instructor of record.

- GP1 = First quarter grades (Fourth class cadets only)
- M/T = Midterm Grades (All cadets)
- GP3 = Third quarter grades (Fourth class cadets only)
- Final = Final Grade – Posted to the official transcript.
GRADE POINT AVERAGE BY TERM:

The “Grade Point Average by Term” screen allows the cadet the ability to check their GPA for any given term the cadet has been enrolled at VMI.

- Select “Grade point average by term” from the main menu.
- Check the box beside the term you are requesting (Figure 12.0) (Choose only one term).
- Click SUBMIT.

**NOTE:** Academic Level will always be UG for Undergraduate.
The following screen (Figure 12.1) is displayed outlining:

- Total Earned Credits for the Term
- Total Grade Points earned for the Term
- GPA for the Term only
- Courses taken during the Term
- Grades for the Term
- Credits earned for the specific course

CAUTION!!! Post View shows GPA information rounded to three decimal places. VMI does not observe rounding and calculates GPA information to four decimal places. Please be aware of this feature, as your GPA may be slightly higher on Post View than VMI’s calculation.
TRANSCRIPT:

The “Transcript” screen displays a cumulative list of all courses (both transfer and institutional) posted against a cadet's record. It also denotes any courses the cadet has taken over.

- Select “Transcript” from the main menu.
- Click SUBMIT to forward through the Transcript Type screen (VMI only has one Transcript type which is UG Undergraduate Level).

The following screen (Figure 13.0) is displayed outlining:

- Course /Section and Title
- Grade
- Credits
- CEUs (Not used)
- Repeat (If checked the course has been or is being repeated)
- Term the course was taken

NOTE: Scroll to the bottom of the page to view: Total Earned Credits, Total Grade Points and Cumulative GPA.

(Figure 13.0)
PROGRAM EVALUATION:

By selecting “Program evaluation” a cadet will be able to display his current degree audit, as well as, perform “What If” comparisons with other degree programs to see how the courses he or she has already taken fit into the degree requirements of another program. This can be extremely helpful if a cadet is thinking about changing their major.

To view a cadet’s current degree audit:

- Select “Program evaluation” from the main menu.
- Check the box beside the program you want to view (Figure 14.0) (If you have two majors both will be displayed under Active Programs but only one can be selected at a time).
- Click SUBMIT.
The cadet’s degree audit will be displayed (Figure 14.1). This is a long document and can be printed out by selecting Print from the File menu. For information regarding how to read a degree audit go to How to read a Program Evaluation. See your academic advisor for further help on explaining the degree audit.

To perform a “What If” evaluation of another program degree:

- Select “Program evaluation” from the main menu.
- Select the degree program from the drop-down box beside “What if I changed my program of study?” (Figure 14.0).
- Click SUBMIT.
- Check the box beside the catalog year you entered or matriculated into VMI (Figure 14.2) (i.e. If you matriculated into VMI during the fall of 2001 select “2001”).
- Click SUBMIT.
The degree audit will be displayed similar to the one in Figure 14.1. This can be printed out to view the document in total. For information regarding how to read a degree audit go to How to read a Program Evaluation. See your academic advisor for further help on explaining the degree audit.

(Figure 14.2)
TEST SUMMARY:

The “Test Summary” screen displays various test scores provided to VMI by cadets at the time of their admission.

➢ Select “Test Summary” from the main menu

The following screen (Figure 15.0) will be displayed outlining all admissions tests, placement tests and other test presented to or administered by VMI.

Placement Tests:

Score of 3 Cadet is waived from having to take the activity, however, it must be replaced with elective credit of the cadet’s choice.

Score of 4/5 Course requirement waived and credit granted for activity.

NOTE: Questions or inquiries pertaining to Advanced Placement (AP) awards should be directed to the Office of Admissions.
MY CLASS SCHEDULE:

By selecting “My Class Schedule” a cadet can view the courses registered to them during a specific term.

- Select “My Class Schedule” from the main menu.
- Select a Term from the drop-down box (Figure 16.0).
- Click SUBMIT.

The following screen (Figure 16.1) displays the cadets schedule outlining:

- Term selected
- Total registered credit hours for term
- Course Name and Title
- Status
- Meeting Information (Building, Room, Time of course and Instructor)
- Credit hours for the course
- CEUs
- Pass/Fail or Audit (This is typically left blank)
- Start Date for the course (typically the beginning of the term)

**NOTE:** The CEUs column is not used by VMI.

(Figure 16.1)
WEEKLY SCHEDULE:

“Weekly Schedule-Select Term” is similar to the Class Schedule Worksheet currently available on paper. The cadet’s schedule is broken down in an hourly format for each day of the week affording a cadet the ability to view their entire schedule by day in an hourly format.

- Select “Weekly Schedule – Select Term” from the main menu.
- Place a check beside the term to be viewed (Figure 17.0) and click SUBMIT.

(Figure 17.0)

The following screen (Figure 17.1) is displayed outlining:

- Cadet’s Name
- VMI Class
- Major and Minor
- Term
- FERPA Release Information
- Advisor Name and Department
- Total Credit Hours for Term
- Schedule Matrix

(Figure 17.1)
**WEB STUDENT PLANNER:**

*Web Student Planner* offers a feature similar to the *Weekly Schedule- Select Term* option mentioned in the previous section. Students may print a matrix with space available for scheduling other activities in order to manage their time more effectively. *(Figure 17.2)*

![Web Student Planner](https://example.com/webstudentplanner.png)

*(Figure 17.2)*
ACCOUNT SUMMARY:

“Account Summary” allows a cadet to view the tuition, fees and payments for a given term.

- Select “Account Summary” from the main menu.
- Click in the box beside the term desired (Figure 18.0).
- Click Submit.

(Figure 18.0)
The Statement of Account for the selected term (Figure 18.1) is displayed.

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST29 Stip Tuition &amp; R</td>
<td>2226.00</td>
<td></td>
</tr>
<tr>
<td>ST29 Stip Board &amp; R</td>
<td>536.00</td>
<td></td>
</tr>
<tr>
<td>ST29 Stip Room &amp; R</td>
<td>354.00</td>
<td></td>
</tr>
<tr>
<td>ST29 On-Line Applications</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>Payments</td>
<td>2150.00</td>
<td>0.00</td>
</tr>
<tr>
<td>ST29 Balance Due</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Past Terms Balance Due</td>
<td></td>
<td>33607.00</td>
</tr>
<tr>
<td>Future Terms Balance Due</td>
<td></td>
<td>13607.00</td>
</tr>
<tr>
<td>Total Due</td>
<td></td>
<td>33607.00</td>
</tr>
</tbody>
</table>

The detail for Past Terms Balance Due, can be viewed through Account Summary by Term.

To pay on-line, access Postview and select Make a Payment.

If you prefer to mail a payment, make checks payable to the VMI Treasurer.
Mail to:

Virginia Military Institute
Student Accounting Office
Lexington, Virginia 24450

Email Student Accounting
or call 540-464-7217 if you have questions regarding your Statement of Account.

Due Date Fall: 1 August, Due Date Spring: 15 December

A late fee equal to 10% of the past due amount not to exceed $180.00 will be assessed if payment is not received or postmarked by the Due Date.
FINANCIAL AID STATUS BY YEAR:

The “Financial Aid Status By Year” screen allows the cadet to view his/her Financial Aid award for the year selected.

➢ Select “Financial Aid Status By Year” from the main menu

The following screen (Figure 19.0) is displayed:

(Figure 19.0)
Select the Award Year you wish to review from the drop-down menu (Figure 19.1)

(Figure 19.1)

The following screen (Figure 19.2) is displayed:

(Figure 19.2)

A search can also be made by term by selecting “Financial Aid Status By Term” from the main menu.
CREATE AUTHORIZED BILL PAYER:

The “Create Authorized Bill Payer” screen allows the cadet to identify the person(s) who will pay VMI related charges.

- Select “Create Authorized Bill Payer” from the main menu

The following screen (Figure 20.0) is displayed

- Enter a PassCode and the email address for the Authorized Payer
- Place a check in the box labeled “Update and Send Email Notification”
- Click Submit
The following screen (Figure 20.1) is displayed

(Figure 20.1)

The authorized bill payer will receive an email message (Figure 20.2)

(Figure 20.2)

This document is meant to assist the cadet in navigating the Post View features which are thought to be used the most frequently. There may be other items on the menu which the cadet may find useful.