

Post View Proxy User Access

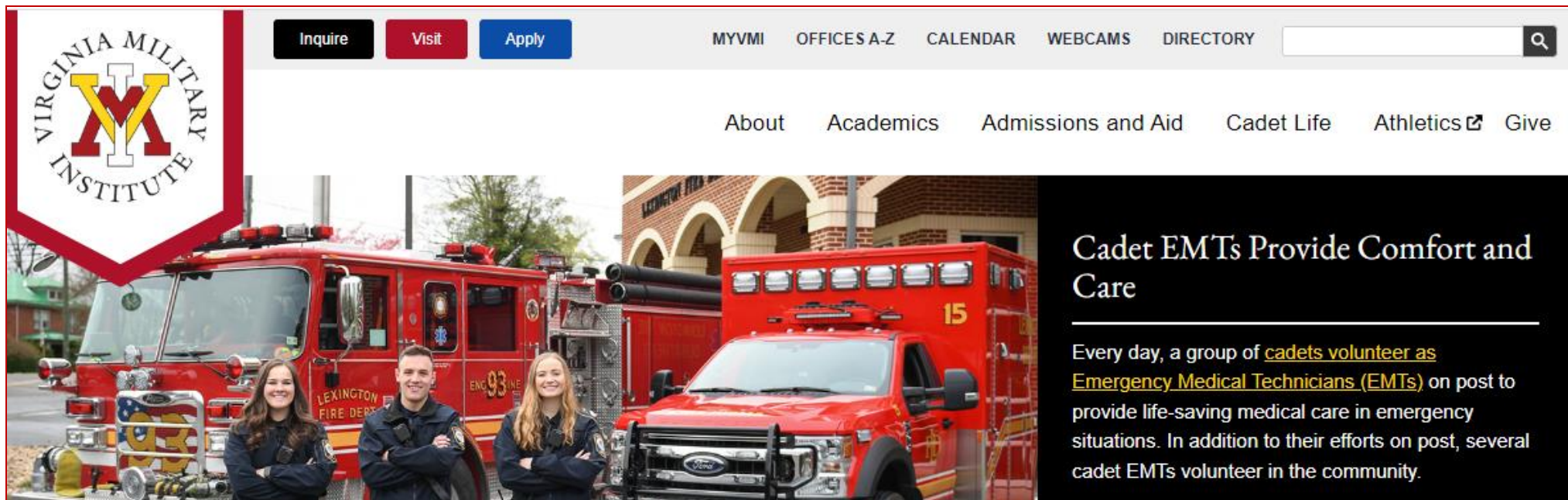


Information Technology
& Cadet Accounting

1 July 2025



Logging into Post View



- Click MYVMI from VMI website or
- go directly to <https://my.vmi.edu/> - Click on Post View or
- go directly to <https://postview.vmi.edu/>



Protecting your User ID

- Sharing your User ID and password is not authorized.
- Rather than sharing your User ID and password, you will be allowed to designate authorized proxy (formerly bill payer).
- Proxy may access your billing information in Post View.
- Designate a proxy for financial functions **only** if someone other than yourself will need to view or pay the bill.
- Note: Becoming a proxy does not authorize release of information either verbal or written (see FERPA release).



Post View Home Page

VMI Post View

Post View is Virginia Military Institute's internal system used to process admissions applications, manage cadet billing, register for classes, and employee benefits information.



Appointed Applicants	Cadet	Employee, Faculty	Proxy
<p>If you have received your VMI Post View account UserID and password via email, you can access Post View to pay your deposit, review medical requirements and complete the final steps of the admissions process.</p> <p>Login Using your VMI Applicant Account</p>	<p>You must use your VMI Network UserID and the same password as your email to login</p> <p>Your VMI Network UserID must be followed by @vmi.edu on the authentication page.</p> <p>Login Using your VMI Network Account</p>	<p>You must use your VMI Network UserID and the same password as your email to login</p> <p>Your VMI Network UserID must be followed by @vmi.edu on the authentication page.</p> <p>Login Using your VMI Network Account</p>	<p>You must have the UserID created when your Cadet set up your Proxy access.</p> <p>Your password was sent in a separate email when the UserID was created.</p> <p>Login Using your VMI Proxy Account</p>

To start the log in process, and designate a Proxy User, the cadet will need to choose “Login Using your VMI Network Account” in the Cadet box.

Cadets log in here





Authentication page



Virginia Military Institute

Sign in

Sign in

Current Cadet: Log in using your VMI email address (i.e. smithjd26@vmi.edu) and password.

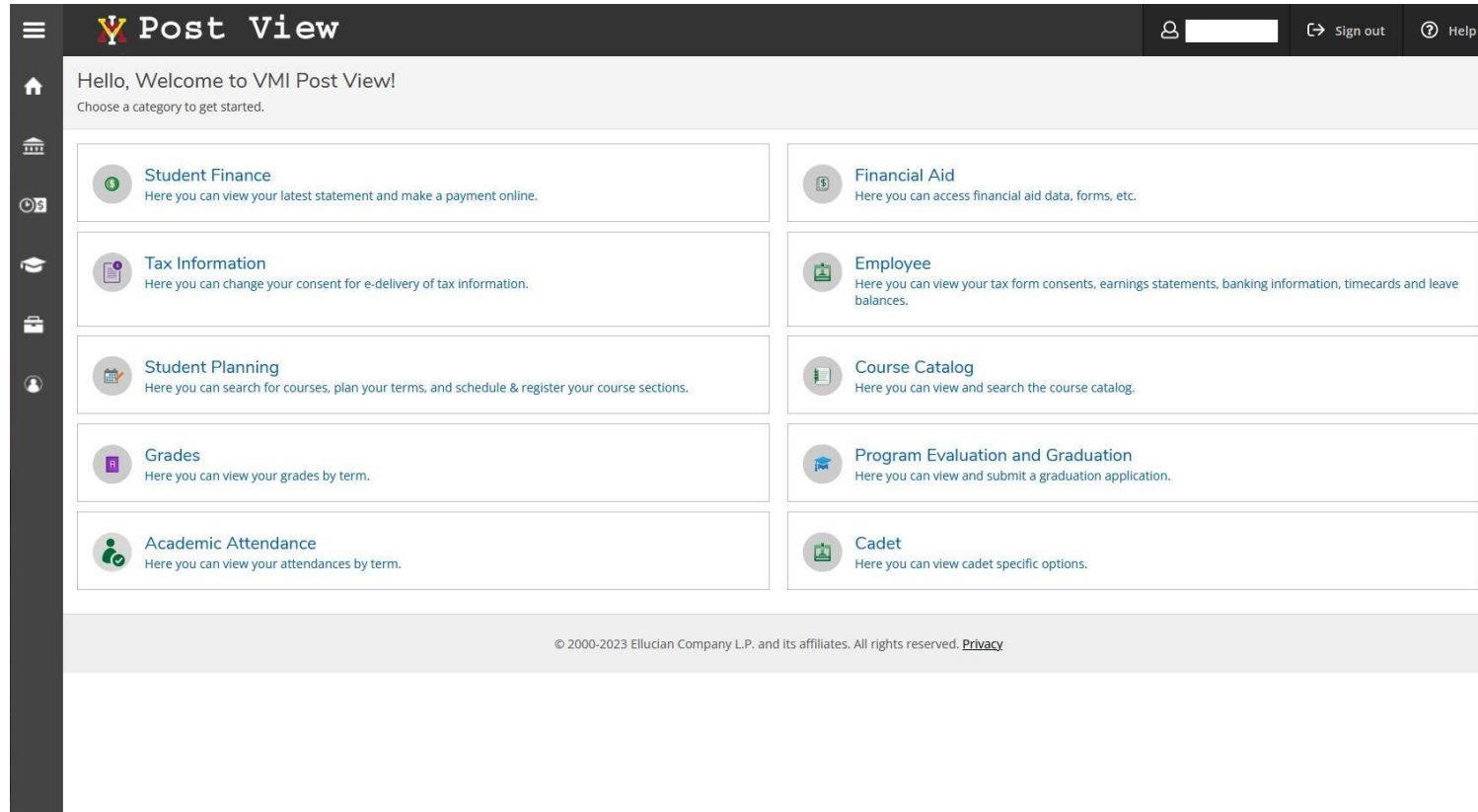
Employee: Log in using your VMI email address (i.e. smithjd@vmi.edu) and password.

© 2018 Microsoft Home Help

- The link will take you to the VMI authentication/login page where you will need your full VMI network credentials.
- Cadets:
Enter “user name” followed by **@vmi.edu**
Enter your VMI Network password – this may not be the same as your email password.



Post View Processes



- Upon a successful login, only items that have been assigned to that user will be available.



Designate an Authorized Proxy

A screenshot of the VMI Post View web application. The interface has a dark sidebar on the left with a menu. The main content area is white with a header bar. A red circle highlights the user profile icon in the top right corner, and another red circle highlights the 'View/Add Proxy Access' option in the dropdown menu that appears. A red arrow points from the 'View/Add Proxy Access' option in the sidebar menu to the same option in the top right dropdown menu. The sidebar menu includes: Home, Financial Information, Employment, Academics, Daily Work, User Options (highlighted), User Profile, Emergency Information, View/Add Proxy Access (circled), Required Documents, and Required Agreements. The main content area shows a welcome message and various service tiles like Student Finance, Financial Aid, Tax Information, Student Planning, Grades, Academic Attendance, Financial Aid, Employee, Course Catalog, Program Evaluation and Graduation, and Cadet. The footer contains copyright information for Ellucian Company L.P.

- Click on either user option to display a drop-down menu
- Click on “View/Add Proxy Access”




Adding a Proxy

A screenshot of the "Post View" web application interface. The page title is "View/Add Proxy Access". It contains three main sections: 1. "Proxy User Access" with a blue header and informational text about proxy users and a link to the VMI Help Desk. 2. "Active Proxies" with a blue header and a message stating that no proxies are currently designated. 3. "Add a Proxy" with a blue header and detailed instructions on how to add a proxy user, including a link to the "Proxy User Setup (CMP21)" form. At the bottom, there is a "Select a Proxy" dropdown menu with the text "Please Select". The top navigation bar includes "User Options", "View/Add Proxy Access", a user profile icon, "Sign out", and "Help".

- The first paragraph explains the proxy user process
- The Active Proxies area displays any current designated proxies
- The Add a Proxy area displays instructions for adding a proxy or the necessary steps to complete to have an individual made available to add as a proxy.



Reviewing Active Proxy

Active Proxies				
Name	Proxy Access	Relationship	Effective Date	
 [Redacted]	Student Finance	Parent	5/26/2022	

- If a proxy has already been designated, they will show in the Active Proxies section
- Cadets can click the pencil to edit and review proxy details

Edit Proxy Details

Name [Redacted]


Email Address [Redacted] Relationship Parent

Access

☐ Allow Complete Access

☒ Allow Select Access


☐ Remove All Access

☐ Student Finance 

☐ Account Activity

☐ Account Summary

☒ Make a Payment

☐ Financial Aid 

☐ Offer Letter

☐ Financial Aid Home

☐ My Awards

☐ FA Required Documents

Cancel Save



Adding a Proxy

Add a Proxy

You may provide proxy access to a person with a Virginia Military Institute documented personal relationship to you in the Institute's Student system. Required documentation includes the person's name, current address, type of relationship and current email address. Choose a person shown in the drop down list below to start the process. In the next step you will then choose the specific types of access "you" desire be assigned to the selected person.



If a user you desire does not show in the list, please complete the [Proxy User Setup \(CMP21\)](#) form to have desired users made available for you to complete the View/Add Proxy Access creation process. You will be notified by email after the form has been processed. You will then be able to select users and designate their appropriate proxy access.

If you have any questions about completion of the form, please contact the [VMI Help Desk](#) at 540-464-7643.

Select a Proxy

Please Select

- To view current eligible family members, click the "Select a Proxy" drop down
- If you wish to add a proxy that isn't listed, select the "Proxy User Setup (CMP21)" link. Cadets will complete a form and cadet accounting will enter the information. Allow 48 hours for the person to be added. The cadet will receive an email when the process has been completed.



Example Proxy Options

[Redacted] ▼

Email Address: [Redacted] Relationship: Brother

Access

☐ Allow Complete Access

☒ Allow Select Access

<input type="checkbox"/> Student Finance ⓘ	<input type="checkbox"/> Financial Aid ⓘ
<input type="checkbox"/> Account Activity	<input type="checkbox"/> Offer Letter
<input type="checkbox"/> Account Summary	<input type="checkbox"/> Financial Aid Home
<input type="checkbox"/> Make a Payment	
	<input type="checkbox"/> My Awards
	<input type="checkbox"/> FA Required Documents
	<input type="checkbox"/> College Financing Plan
<input type="checkbox"/> General ⓘ	<input type="checkbox"/> Academics ⓘ
<input type="checkbox"/> Notifications	<input type="checkbox"/> Grades
<input type="checkbox"/> Required Documents	
<input type="checkbox"/> Tax Information ⓘ	
<input type="checkbox"/> Tax Information	

- Choose the access desired for this specific proxy user. You may have multiple proxies, and each can be provided different types of access.



Proxy Disclosure Agreement

Disclosure Agreement

***** NOTICE *****

You are designating access to information that is protected by Federal Privacy Law. Disclosure to unauthorized parties violates the Family Educational Rights and Privacy Act (FERPA). You should not attempt to proceed unless you are specifically authorized to do so and are informed about FERPA. When accessing the system, your designee must access only that information needed to complete the assigned or authorized tasks. You may designate this access only to other parties authorized to have access in accordance with the provisions of FERPA. Information pertaining to VMI's FERPA policies can be found at the following web address:

[VMI Ferpa Policy](https://www.vmi.edu/ferpa) OR key in: <https://www.vmi.edu/ferpa>

If you have any questions about FERPA or the appropriate release of information, please contact the Registrar's Office, at 540-464-7213.

☐ I authorize the institution to disclose my information to this party

Cancel

Save

- Once you have chosen the proxy options, read the disclosure message, check the box and click save. This will send emails to the proxy at the email address associated in the VMI system to the proxy user. The proxy will receive one email with username and another email with password.
- The Proxy will log in with their new credentials and follow the same procedures as cadets to make a payment.



Post View Home Page

VMI Post View

Post View is Virginia Military Institute's internal system used to process admissions applications, manage cadet billing, register for classes, and employee benefits information.



Appointed Applicants

If you have received your VMI Post View account UserID and password via email, you can access Post View to pay your deposit, review medical requirements and complete the final steps of the admissions process.

[Login Using your VMI Applicant Account](#)

Cadet

You must use your VMI Network UserID and the same password as your email to login

Your VMI Network UserID must be followed by [@vmi.edu](#) on the authentication page.

[Login Using your VMI Network Account](#)

Employee, Faculty

You must use your VMI Network UserID and the same password as your email to login

Your VMI Network UserID must be followed by [@vmi.edu](#) on the authentication page.

[Login Using your VMI Network Account](#)

Proxy

You must have the UserID created when your Cadet set up your Proxy access.

Your password was sent in a separate email when the UserID was created.

[Login Using your VMI Proxy Account](#)

After the cadet has granted Proxy Access the Proxy User will start the log in process by choosing "Login Using your VMI Proxy Account" in the Proxy box.

Proxy Users login here





Sign In

A screenshot of a web application interface. The background is a photograph of a large, historic stone building with multiple towers and windows, likely a VMI building, during the day. Overlaid on this is a white rectangular sign-in form. At the top of the form is the text 'Sign In'. Below it is a label 'User name' followed by a text input field. Under the input field is a link that says 'Forgot your [user name](#) ?'. At the bottom of the form is a blue button with the word 'Continue' in white text. Above the form, there is a dark grey header bar with a small yellow 'V' icon and the text 'Post View' in white.

- You will then need to enter your assigned “User name” on this screen.
- The User name is sent by email after the cadet designates Proxy Access.



Sign In

A screenshot of a web application showing a 'Sign In' form. The form is overlaid on a background image of a large, historic stone building with multiple towers and windows, likely a VMI building. The form has a white background and a thin border. At the top left of the form is a small 'V' logo followed by the text 'Post View'. The form contains the following elements: a title 'Sign In', a 'User name' label with a text input field containing 'Proxy User name', a 'Password' label with a text input field containing masked characters '.....|', a link 'Forgot your password?' with 'password' as a link, and a blue 'Sign In' button at the bottom.

Post View

Sign In

User name

Password

[Forgot your password?](#)

Sign In

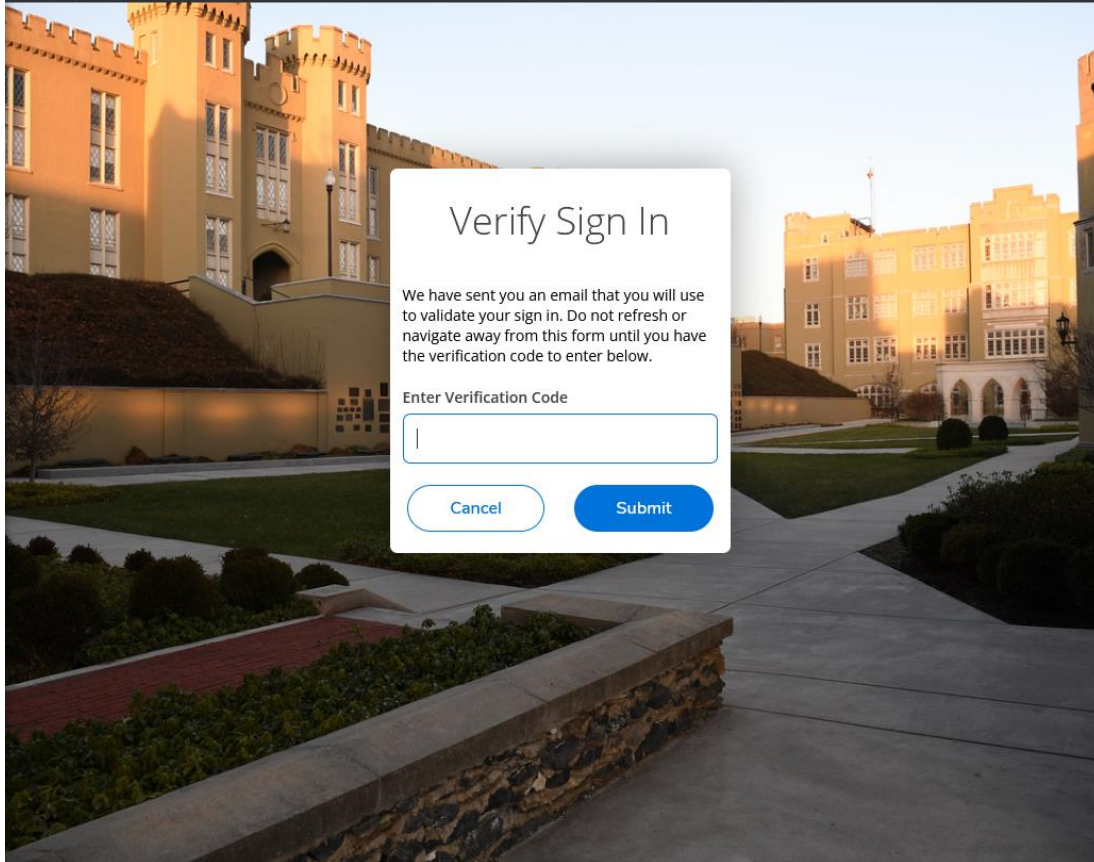
- Proxy Users will be requested to supply their password on this page.
- A separate email is sent that contains the temporary password after the cadet has designated Proxy Access. The Proxy User will be prompted to change this password during the first Sign In.



Verify Sign In

- After selecting “Sign In” an email containing a verification code will be sent to the email address on file. Enter that code and select “Submit”.

Post View



Verify Sign In

We have sent you an email that you will use to validate your sign in. Do not refresh or navigate away from this form until you have the verification code to enter below.

Enter Verification Code

[Cancel](#) [Submit](#)

From: DoNotReply@vmi.edu <DoNotReply@vmi.edu>

Sent: Tuesday, July 11, 2023 8:51 AM

To: [REDACTED]

Subject: Your Verification Code

Hello, There has been a login attempt to your account. If this was you, please enter the Verification Code below to continue logging in.

If this was not you, please notify your system administrator immediately and change your password. Virginia Military Institute will never contact you for this code. Do not share it with anyone.

Verification Code: WPJVLFLY

- Need Assistance with Account or Password: Contact the VMI Help desk at 540-464-7643 or send email to help@vmi.edu



Proxy User Choices When Logging In

A screenshot of a web interface titled "Person Proxy". Below the title is a red instruction: "Select the cadet you want to view and press Continue:". There are two rows, each containing a grey silhouette icon and a white text input field. A blue bar at the bottom contains the word "Continue".

Person Proxy

Select the cadet you want to view and press Continue:

Continue

- Upon login by the proxy user, they will be presented a choice of whom they would like to work with. If a proxy for more than one cadet, each cadet will be listed.

- Choose the cadet's name and select Continue to be provided options to act on behalf of that cadet.

A screenshot of the same "Person Proxy" web interface. The first row, containing the silhouette icon and the text input field, is highlighted with a green border, indicating it is the selected option. The second row remains unselected. The blue bar at the bottom still contains the word "Continue".

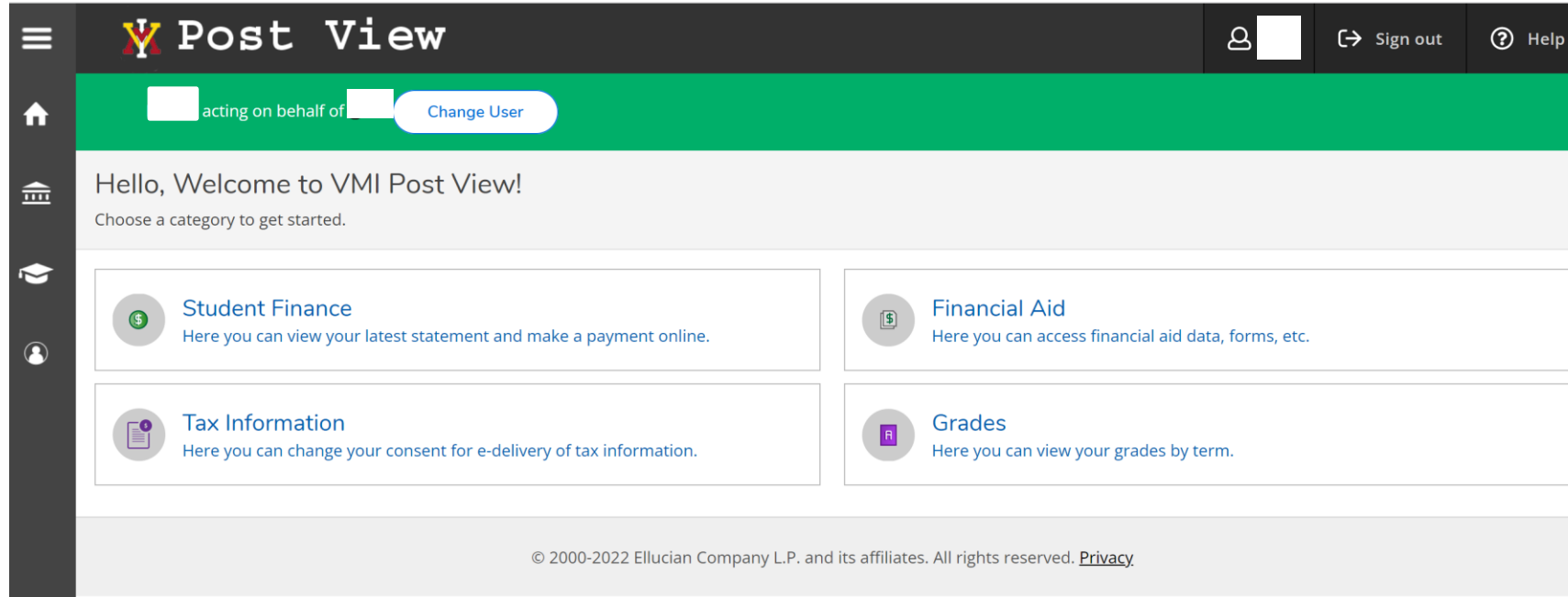
Person Proxy

Select the cadet you want to view and press Continue:

Continue



Proxy User Acting on Behalf



- The proxy user will be provided options to act on behalf of that cadet.
- Specific options available to the proxy user are dependent on what the cadet chose while setting the proxy user up.



FERPA Release

In accordance with the Family Educational Rights and Privacy Act (FERPA) cadets must designate authorized individuals who can be given information and the type of information to be provided by the **Cadet Accounting and Financial Aid Office.**

- Complete FERPA & e-Commerce Sheet in Etrieve
- Required prior to registration
- Completed annually



To access FERPA/e-Commerce

- An Ecommerce-FERPA hold is placed on cadet's accounts each fall
- Cadet's will receive an email annually with a link to an retrieve FERPA form
- Once the form is completed the hold will be removed within 24 hours allowing cadets to register
- When a family member calls or visits cadet accounting or financial aid the FERPA form will be checked to confirm you have authorized information to be released



Contact Information

- Additional information concerning your bill and payment options can be found on our website www.vmi.edu/cadetaccounting.

Cadet Accounting Office 540-464-7217

Email: **cadetaccounting@vmi.edu**



Contact Information

- Additional information concerning Information Technology at VMI can be found on our website www.vmi.edu/about/offices-a-z/it/

Information Technology 540-464-7643

Email: **help@vmi.edu**