

## Helpful Hints for Teachers

### How to find your WVU ID:

1. Go to: <https://login.wvu.edu>
2. On the left side, select “Forgot Your WVUID”
3. Use the Alternate WVUID Lookup, enter your date of birth and social security number.
4. Once you have your WVUID, click on “Claim Account” on the left.
5. Select to “Claim Account”, enter your name, birthdate, and WVUID. At the bottom it will ask you a question, typically it is Are you human? And then you check I’m not a robot. A series of pictures will appear with a question, answer it. It will provide you with your username.
6. Follow the directions to set up your account, it will probably make you choose a series of security questions.

*\*Still having trouble? Call the Service Desk at 304-293-4444. Explain that you are a WVU Online & Extended Campus student and have them guide you through your technical issue.*

### Password Information:

\*If you have never logged into MIX or STAR nor have you changed your default password, then your default password will consist of your 2 digit day of birth (ex.12/31/2001 = 31) and the last four digits of your WVU ID (ex.123456789 = 6789). (If you were a student prior to July of 2005, your PIN/Password, which if you have not changed it will be a default password that consists of your 2 digit day of birth (ex.12/31/2001 = 31) and the last four digits of your Social Security Number (ex.123456789 = 6789). Default password example will be 316789.

\*If you have logged into MIX or STAR and have changed your default password but do not remember it, then you would need to visit [myid.wvu.edu](http://myid.wvu.edu) and select “Forgot Password”.

### Accessing your STAR (Student Information System) account:

1. Go to: [star.wvu.edu](http://star.wvu.edu)
2. Choose “STAR Information System Login”
3. Enter your User ID (WVU ID or User Name) and your PIN (password)
4. Select “Login”
5. To pay your account, charges: Select “Student Services and Housing”
6. Select “Student Accounts”
7. Select “Electronic Bill by Term/Make Payment”
8. Select term and submit, follow directions to pay with checking account or debit/credit card.
  - (note there is a fee to pay with debit/credit card of 2.25%)

*\*You can also view the courses you are currently registered for, your unofficial transcript of all courses taken, your account balance, your financial aid, and much more).*

*\*To change your address, select the Personal Information to make updates.*

### Requesting an Official WVU Transcript:

Go to: [registrar.wvu.edu/transcripts](http://registrar.wvu.edu/transcripts)

1. Click the “Request Transcripts Online” (Gold Box)
2. Next will be 2 options for requesting a transcript:
  - If you know your WVU ID and MIX login information, then choose the option for **Current Students** OR...
  - If you don’t know your WVU ID or MIX login information, then choose the option for **Former Students** (This is the most common option for teachers.

*\*Please note that it is always good to check that your grade has been posted before requesting an official transcript.*

### Grading Policy:

Professional Development courses (900 level) are graded “P” Pass or “F” Fail. These courses do not count towards undergraduate or graduate degrees at West Virginia University. *\*Students must have a BA/BS from an accredited institution to be eligible to receive Professional Development credit.*

### Educational Tax Credit

WVU Online & Extended Campus professional development students whose tuition is waived based upon a third-party delivery/sponsorship of their course will not be assessed University Tuition on their student account. Students will only be assessed University Fees which serves as a processing fee. Processing fees are not considered a qualified educational expense and will therefore not be reported on a Form 1098-T for income tax credit purposes.