



Financial Aid via E-mail and DataVU

Your E-mail Accounts and Financial Aid

Once you receive your initial Financial Aid Award letter, all correspondence about your financial aid will be by email, using your personal email address (until June 1st). Please refer to the accompanying letter for your username, and password. The same username and password gives you access to your Valpo email and the DataVU system.

How to activate your account

1. Go to <https://apps.valpo.edu/ams/>. This site is where you will manage your password throughout your time at Valparaiso University.
2. Login with the username and temporary password (your Valpo student ID) provided in the enclosed letter.
3. Change your password to one of your choosing using the guidelines provided. You will be periodically need to change your password while a student at Valpo.

How to access Valparaiso University email

Valpo uses Google Apps for Education, including email, calendars, and other applications.

To access your new email account, go to www.valpo.edu/gmail and sign in using your username and new password described above.

What is DataVU?

DataVU is the web interface to your academic and financial information. It is a secure intranet site where you, your advisor (for your academic information), and those to whom you give access may see your student information.

This site contains the most current information regarding your university accounts because it is taken directly from the University's database at the time of your request.

The website is: <https://datavu.valpo.edu/>. Click on the Prospective Students link.

How can I give my parents or other access to my information?

Once you have registered for classes, which typically occurs at FOCUS (our summer orientation), you may give your parents or others access to any one or more of three menus by clicking on the link on the bottom of the DataVU main menu page: **Allow Parent/Guest Access**. Once you click on the link follow the posted instructions.

What else can I see on DataVU?

Currently, as a prospective student, you have access to your financial aid and some other information. As a student at Valpo, you will also be able to view and/or print other information from the site. You will learn more about DataVU during FOCUS, our summer orientation program for new students. Once you log into <https://DataVU.valpo.edu>, click on the Prospective Student menu.

Financial Aid:

- **Financial aid status by term**
Use this to view your financial aid award by semester and the status of the award.
P = pending action from you. **E** = estimated and is waiting for action from you, our office, or from an outside agency.
- **My Documents**
Use this to view documents the Financial Aid Office has received and any required documents still needed or incomplete.
- **Financial Aid Award Letter**
Use this to view your most recent Financial Aid Award Letter. Remember, you will receive your initial aid award letter in the mail. All future correspondence will be via e-mail directing you to DataVU.
- **Cumulative Loan Report**
Use this to review the amount of loans you borrow each year.

Financial Information:

- Student account center login
- Student account refund login
- Your student account (account summary)
- DataVU statement of charges
- Payment options
- Deposits to Crusader Cash
- 1098 T Forms

Registration:

- Search, Register, Drop Withdraw and Wait Lists for classes
- Transfer Equivalencies
- Address Update Screen
- Student Demographics
- Schedule of Classes

Academic Profile:

- Your up-to-date class schedule including classroom updates or other changes
- Grades, grade point averages, test score summaries
- Student restrictions or holds on your account (e.g. student account balance)
- Your academic/course record, Degree audit, online directory options, transcript requests and graduation application

Meal Plans and Housing

- Meal Plan and Housing self-service

VU Community

- Fitness Center Registration
- Miscellaneous Balance Listing
- Parking Self-service

If you need help with your VALPO e-mail user ID and password, contact our IT department at 219-464-5678 or e-mail helpdesk@valpo.edu.