

# VCS Student VPortal Guide

## Why do I need a VCS student account?

Students will have a VCS student account username and password that will be used for various applications, for example, the gradebook in Volusia's Instructional Management System (VIMS).

As a student, when you login to **VPortal**, you will be able to:

- Setup your password
- Reset or change your password
- Access quick links to VCS applications, including Office 365 & Canvas.

Please note: You **MUST** follow the instructions below to setup your account in the **Student VPortal**.



When you login to the VPortal, you are encouraged to view the **Notification option**. Selecting the Notification icon will provide you with a link to view helpful resources and overview videos.

## Important Reminders

\*\***Never** share your username and password.

\*\***Never** share your security questions.

\*\***Sign out and close all browser windows** when you are finished using a computer.

\*\*If you are having trouble logging in, please contact your teacher.

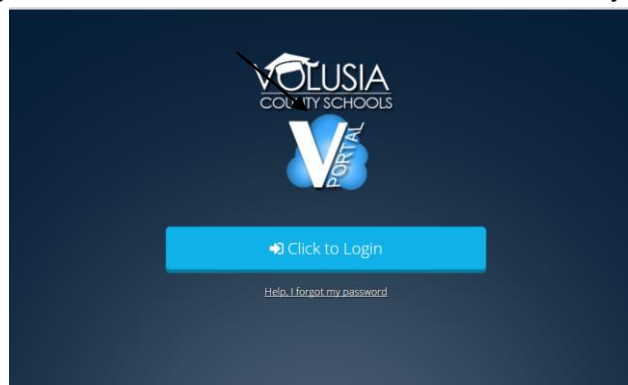
## Section 1: Already have an account from the previous year?

If you were a Volusia County student last year who setup an account, please follow these directions:

- 1) Go to the Volusia County School homepage: [www.MyVolusiaSchools.org](http://www.MyVolusiaSchools.org)
- 2) At the top of the homepage, on the main header, click **VPortal**.



- 3)
- 4) This link should direct you to <https://vportal.volusia.k12.fl.us>.
- 5) Please click the large login button. Your username is the same every year.



## Section 2: Accessing your Gradebook

To access your Gradebook for the FIRST time, please follow these directions.



- 1) Locate the **Gradebook** tile
- 2) **IMPORTANT:** When you click the **Gradebook** tile in the VPortal, you will automatically login to the application.

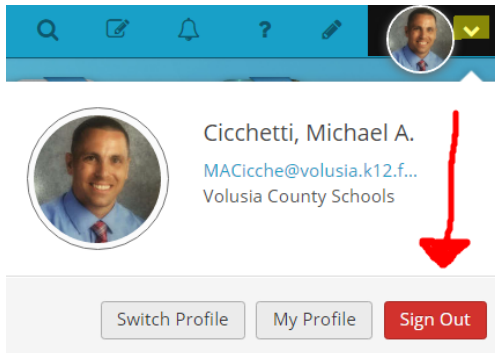
*If you are unable to login to your account, please contact your teacher immediately.*

## Section 3: Signing out of Student VPortal

It is very important that you sign out of your Student VPortal account. This is especially important when you are using a computer that is shared, for example, a computer in a media center lab.



- 1) In the top right corner of VPortal, click this icon:
- 2) Click the red 'Sign Out' button to proceed with signing out of your account




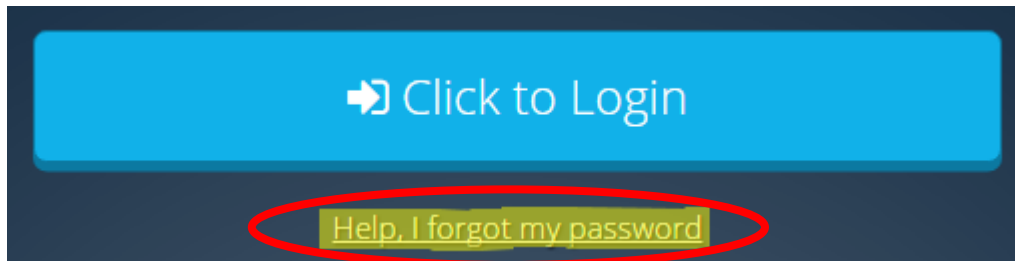
- 3)
- 4) Once you return to the main Login screen, please close the browser window completely and sign out/log off of the computer.

## Section 4: Forgot your password? Retrieve Answering Security Questions

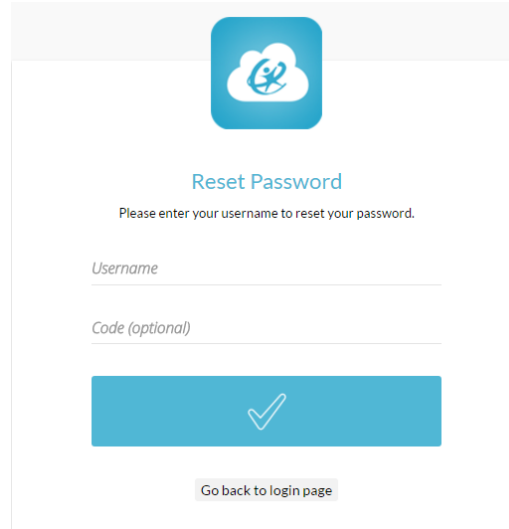
Did you forget your Student VPortal or VIMS password? You can now retrieve this password online.

- 1) Go to the Volusia County School homepage: [www.MyVolusiaSchools.org](http://www.MyVolusiaSchools.org)
- 2) At the top of the homepage, on the main header, click **VPortal**.

- 3) The screenshot shows a dark blue navigation bar with white text for 'Home', 'School Board', 'Superintendent', 'Departments', 'Schools', 'Employment', and 'VPortal'. The 'VPortal' link is highlighted in a yellow box.
- 4) Click the **Help, I forgot my password** link.



- 5) Enter your username in the **Identity** box.  
Your username is your Alpha ID: 1XXXX. *You do not have to enter a Code in the Code (optional) field.*

The screenshot shows a 'Reset Password' form. At the top is a blue icon of a cloud with a key. Below it is the title 'Reset Password' and the instruction 'Please enter your username to reset your password.' There are two input fields: 'Username' and 'Code (optional)'. Below the fields is a large blue button with a white checkmark. At the bottom is a small link that says 'Go back to login page'.

- 6) You will be prompted to answer your security questions. Please note: You must type the answers to your security questions the exact same way you typed them when you created them. For example, if you typed the word **Movie** for your security answer, you must use the **capital M** again when answering your security question.
- 7) Enter your new password.
- 8) After you changed your password, you will receive a dialog box and you will be auto-logged into the portal.

## Section 5: Forgot Password? Security Questions do not work

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Did you forget your Student VPortal password? If you are unable to recover your password by answering the security questions in the previous section, please follow these instructions.

- 1) Contact your teacher. Your teacher will be able to reset your password to the default password (your birthday: MMDDYYYY)

## Section 6: Accessing Help documents and videos

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For more helpful information, tips and tricks, and resource videos please use the link below for direct access.

<https://volusia.instructure.com/courses/1582>