

# Getting Started Guide



If you experience any issues while going through these steps, please reach our IT Help Desk by calling 304-424-8215 or submitting a ticket at [it.wvup.edu](http://it.wvup.edu).

## Step #1: Find your WVU Parkersburg Information:

- A. Go to [findmyid.wvup.edu](http://findmyid.wvup.edu)
- B. Enter the information requested and take note of the information on the screen or print the information out. The information on the screen will have:
  - WVUP ID Number
  - WVUP Network ID
  - WVUP Email Address
  - WVUP Temporary Password

## Step #2: Setup your WVU Parkersburg Network Account:

- A. Go to [pw.wvup.edu](http://pw.wvup.edu)
- B. Log in to Self Service using your WVU Parkersburg ID as the username and your temporary password.
  - Once you are logged in, click 'Change Password' at the top. Follow the password criteria and create a new password.
- C. Create Security Question:
  - Click on 'Secret Q and A'
  - Create a secret question and answer for your account and click 'Submit.'

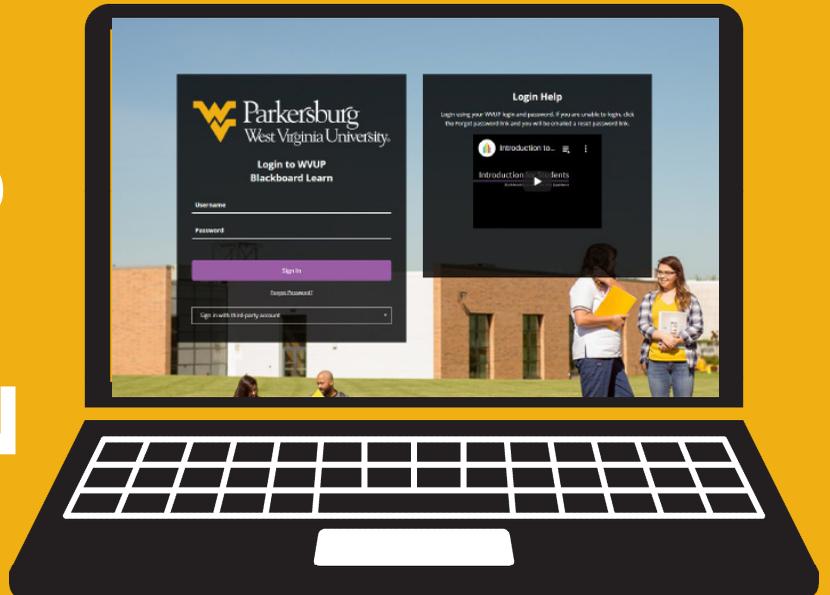
*If you forget your password, you can answer this question to reset your password.*

## Step #3: Access your WVU Parkersburg Email:

- A. Go to <http://webmail.wvup.edu>
- B. Use your WVU Parkersburg email address and the password you created in Step 2.
  - ex. Email Address: [jdoe@wvup.edu](mailto:jdoe@wvup.edu)
  - Password: \*\*\*\*\*

- [Email Tutorials: http://it.wvup.edu/email](http://it.wvup.edu/email)

# BLACKBOARD LOGIN INFORMATION



## Step #1: Log in to Blackboard

- Go to [blackboard.wvup.edu](https://blackboard.wvup.edu)
  - Use your WVU Parkersburg network ID as the username and the password you created as the password.
    - WVU Parkersburg Network ID: ex. jdoe
    - Password: \*\*\*\*\*
- Blackboard Tutorials:  
Watch the video on the [blackboard.wvup.edu](https://blackboard.wvup.edu) website.

## Step #2: View your Courses

- Once logged in, click the 'Courses' button on the left.
- Under the 'Courses' tab, you will see all the courses you're currently enrolled in. From here, you can navigate the course to find assignments and course announcements.

## Need Help? Contact our IT Help Desk

Phone: 304-424-8215

Email: [helpdesk@wvup.edu](mailto:helpdesk@wvup.edu)

Website: [helpdesk.wvup.edu](https://helpdesk.wvup.edu)

