Parkersburg
West Virginia University®
EARLY COLLEGE

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.

Step #1: Find your WVU Parkersburg Information:

A. Go to 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

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
       Password: **************

· Email Tutorials: http://it.wvup.edu/email

BLACKBOARD LOGIN INFORMATION

Step #1: Log in to Blackboard

A. Go to blackboard.wvup.edu

B. 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 website.

Step #2: View your Courses

A. Once logged in, click the 'Courses' button on the left.

B. 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

Website: helpdesk.wvup.edu