What is my user name (or User ID)?
- Your user name is a combination of the letters “ext” (stands for external) & eight characters of your last name.
- For example, John Van Handel might use: ext.vanhande for his user name.
- FVTC assigns your User Id after you have submitted a new Dual Credit course request.

What is my password? How do I set it?
- Currently, you need to call the FVTC Helpdesk to set your password: 920-735-5644.
- We are working on future functionality to let you reset your own password via the web.

How do I find where to go for stuff for FVTC?
- Go to our main website: www.fvtc.edu.
- Click on the Staff Login link in the top right corner.
- Under that you’ll see links for MyFVTC Account and for Blackboard.

What is MyFVTC Account?
- MyFVTC Account is mostly used by you to enter grades in our system.
- You can also check your class rosters to make sure your students are registered.
- You sign in with your user name and password (see above).

What is Blackboard?
- Blackboard is our online learning system, where class content is stored (not all classes have access).
- It is similar to PowerSchool or Infinite Campus which you may have at your district.
- You sign in with your user name and password (see above).

How do my students find their FVTC ID and reset their password?
- If your student does NOT know his/her student id or password:
  - Go to MyFVTC (www.fvtc.edu/myfvtcaccount)
  - Select “Forgot ID?” or “Forgot Password?” to use the account look-up and/or password reset tool.
- If your student can’t access the phone number or email listed: Call Help Desk: 920-735-5644

Key Numbers

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How do I enter grades?

- Go to www.fvtc.edu/myfvtc. Click on MyFVTC Account and log in with your user name and password.
- Click on the Faculty Center tile, then click on My Schedule folder.
- Look for the Grade Roster icon. NOTE: That is a legend at the top! Use the icons on the left side of the page.
- Enter the grade for the student under the Roster Grade column heading.
- Make sure to click Save at the bottom of the page when complete.

How do I change grades?

- Click Request Grade Change button located under Grade Roster Action.
- Click the arrow next to the Official Grade and select the correct grade.
- Click Submit if you've made a grade change or click Return to Grade Roster if you did not. Click Save if you made a grade change.