

Helpful Hints for Teachers

How to find your WVU ID:

1. Go to: <https://centralid.wvu.edu/wvuid/>
2. Select to “Look up with Social Security Number” or “Look up with MIX (WVU email) Account”.
3. Enter the requested information.
4. Select “Lookup WVUID”.

**Still having trouble? Call the Service Desk at 304-293-4444. Explain that you are a WVU Online & Extended Campus student and have them guide you through your technical issue.*

Password Information:

*If you have never logged into MIX or STAR nor have you changed your default password, then your default password will consist of your 2 digit day of birth (ex.12/**31**/2001 = 31) and the last four digits of your WVU ID (ex.12345**6789** = 6789). (If you were a student prior to July of 2005, your PIN/Password, which if you have not changed it will be a default password that consists of your 2 digit day of birth (ex.12/**31**/2001 = 31) and the last four digits of your Social Security Number (ex.12345**6789** = 6789). Default password example will be 316789.

*If you have logged into MIX or STAR and have changed your default password but do not remember it, then you would need to visit myid.wvu.edu and select “Reset Password”.

Accessing your STAR (Student Information System) account:

1. Go to: star.wvu.edu
2. Choose “STAR Access”
3. Choose “STAR Information System Login”
4. Enter your User ID (WVU ID or User Name) and your PIN (password)
5. Select “Login”

**You can view the courses you are currently registered for, your unofficial transcript of all courses taken, your account balance, your financial aid, and much more).*

**To change your address, select the Personal Information to make updates.*

Accessing your MIX (WVU email) account:

1. Go to: mix.wvu.edu
2. Enter your User Name (this can be looked up in STAR) and your password.
3. Select “Login”

Requesting an Official WVU Transcript:

Go to: registrar.wvu.edu/transcripts

1. Click the “Request Transcripts Online” (Gold Box)
2. Next will be 2 options for requesting a transcript:
 - If you know your WVU ID and MIX login information, then choose the option for **Current Students** OR...
 - If you don't know your WVU ID or MIX login information, then choose the option for **Former Students** (This is the most common option for teachers.

**Please note that it is always good to check that your grade has been posted before requesting an official transcript.*

Grading Policy:

Professional Development courses (900 level) are graded “P” Pass or “F” Fail. These courses do not count towards undergraduate or graduate degrees at West Virginia University.

**Students must have a BA/BS from an accredited institution to be eligible to receive Professional Development credit.*

Questions or Problems:

If you have questions or a problem, please contact the WVU Online & Extended Campus Customer Education Center at 1-800-253-2762 or email elearn@mail.wvu.edu.