

Accessing InVIU

InVIU can be accessed on or off campus at inviu.viu.ca – If you access InVIU from outside of the Nanaimo campus, you will be asked for your CAPITAN username and password.

Enter your CAPITAN username and password as shown below. Notice that the word “capitan” followed by a backslash is placed in front of your username. Click “**OK**” when done.



User name: capitan\yourusername

Password: yourpassword

Remember my password

OK Cancel

Having problems accessing InVIU from off campus?

Two of the most common reasons people have difficulty accessing InVIU from off-campus are:

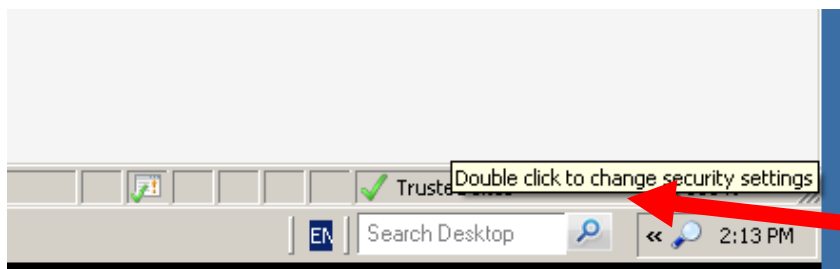
1. InVIU needs to be included in the **Trusted Zones** of the Internet Explorer browser program.
2. The security level of their firewall program needs to be set lower.

Setting up InVIU in your Internet Explorer browser Trusted Zones

NOTE: These instructions and screenshots are for the Internet Explorer 7.0 browser.

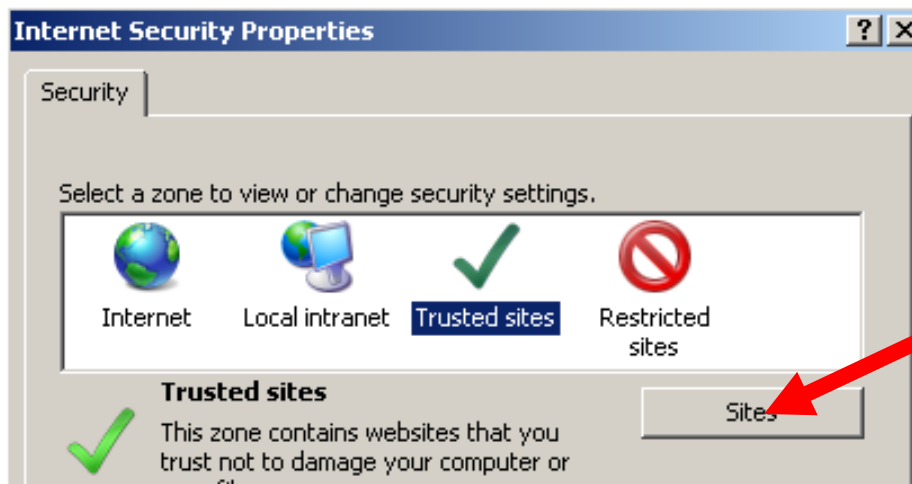
To add InVIU to your trusted sites, do the following:

1. Find the “Trusted Sites” status bar at the extreme lower right of your Internet Explorer browser window as indicated in the picture below. Double-click in the box.



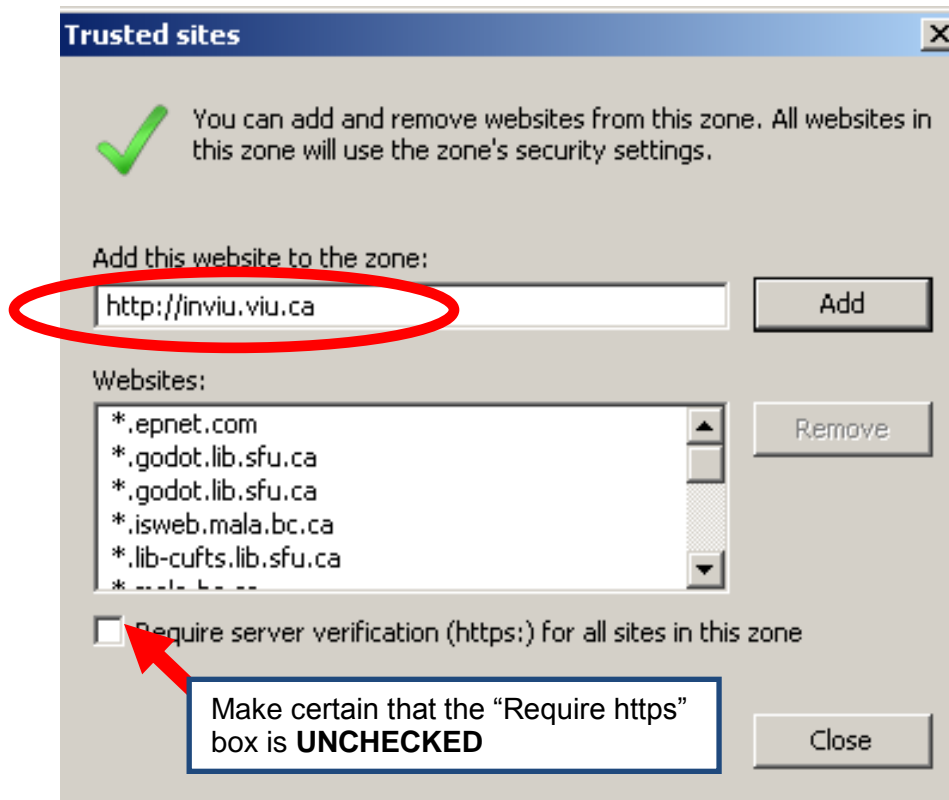
Double-click inside this area of your browser window.

2. The Trusted Sites options area will appear on your screen in the Options dialog box. Click on the button that says **Sites...**



Click here.

3. In the Trusted Sites dialog box that appears type in **inviu.viu.ca** in the open field.



4. Click The **“Add”** button to add InVIU to your trusted sites.
5. Click **Close** to close this dialog box.
6. Click **OK** one more times to close the Internet Securities dialog box.
7. Try accessing the InVIU site again in Internet Explorer by typing the full address **inviu.viu.ca** in the Address bar.

Problems persisting? Contact InVIU Support at ITHelp@viu.ca