

Getting a Student “Discovery” Account or Resetting your Account Password

If you are registered in a regular program at VIU, you are entitled to a network computer account on the Discovery domain (a part of VIU’s network reserved for students), provided you abide by the **Policy on Use of Information Technology** (<http://www.viu.ca/policies/policy.asp?rdPolicyNumber=45.01>). With an account you get:

- A username and password that you can use to log on to most computer labs on the Nanaimo Campus.
- A personal "roaming" profile. A roaming profile is basically your personalized "desktop" and settings. When you make changes to your desktop in a session, these are saved in your profile. The next time you log on to the system in Windows 2000 (on any computer on the system), your personal profile is downloaded for you.
- 200 MB of private network storage for your files. Because your profile and settings are stored in your account, you actually have about 195 MB of storage for files you create.

Step 1: Login in with username “newaccount” and password “newaccount” (without quotes) on Discovery and go to Step 2 OR Go to VIU’s Information Technology Web Site and follow the steps below.

- a. Open a web browser and go to <http://www.viu.ca/technology>.
- b. Click on the “Create Student Account / Reset Password” link.

Step 2: Fill out the web form

- a. Enter your student number in the space provided (this is the number on your student card.)
- b. Enter your Student Record PIN (the one you use to access your grades, wait lists, timetable, etc.) If you have never used your Student Record PIN before, try your birthdate in the following format: YYMMDD.
- c. Enter a password of your own choosing (your password must be between 6 and 32 characters.)
- d. Enter the same password again to confirm it.
- e. Read through the rest of the web page and click the “I understand” button at the bottom. (Click it ONCE only.)

Step 3: Confirm successful account creation

- a. Now, you will see a web page that tells you your account has been created, or your password has been reset, successfully. Your account username will be your student number. If the web page says that an error occurred processing your account, read the error message – the problem will be how you entered either your student number or your Registration PIN. Try again, in case you made a mistake, or go to the Information Technology Help Desk on the 1st floor of Building 305 (Library) at the Nanaimo campus.

Step 4: Try out your new account

- a. Try logging on to a computer with your account password. You should be logging on to the Discovery network – i.e. it should say “Discovery” in the third field of the logon screen.
- b. If you can’t log in, or you forget your password, use the “Create a Student Account / Reset Password” web page again to reset your password.

