Forgot user name/ password
Post View-Proxy

Information Technology

1 May 2023

Logging into Post View

- Click MYVMI from VMI website or
- go directly to https://my.vmi.edu/ - Click on Post View or
- go directly to https://postview.vmi.edu/

Post View Home Page

To start the recovery process, you will need to choose "Login Using your VMI Proxy Account" under the Proxy block

Sign In Page
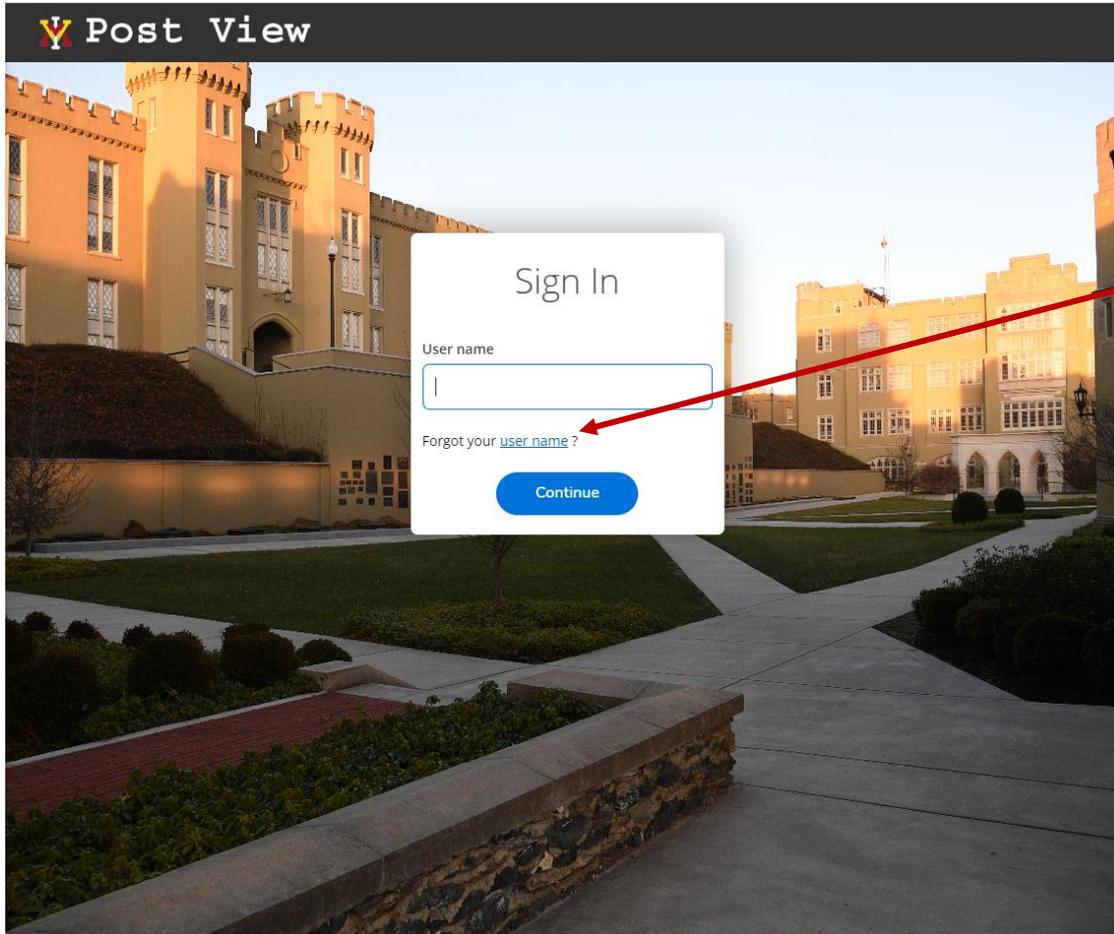
- From there, you will then need to enter your assigned User name on this screen.

- If you have forgotten your user name, select the "user name" link

Forgot User Name

- Upon clicking on the "user name" link you will be taken to this form. Enter the appropriate information into the data fields (Last Name and Email Address are required).
- The data is not case sensitive but will need to exactly match what is in the database.

Forgot User Name

- Upon entering the correct name and email address, the system will send an email providing the Post View user name.

Forgot User Name Email

From: DoNotReply@vmi.edu <DoNotReply@vmi.edu>
Sent: Monday, December 5, 2022 4:26 PM
To:
Subject: Post View Account Management Response

Your user name has been sent at your request and is:

If you did not request this information you should contact the VMI Help Desk at 540-464-7643 or send email to Help@vmi.edu. Otherwise, return to your web browser and Log In.

Sign In Page
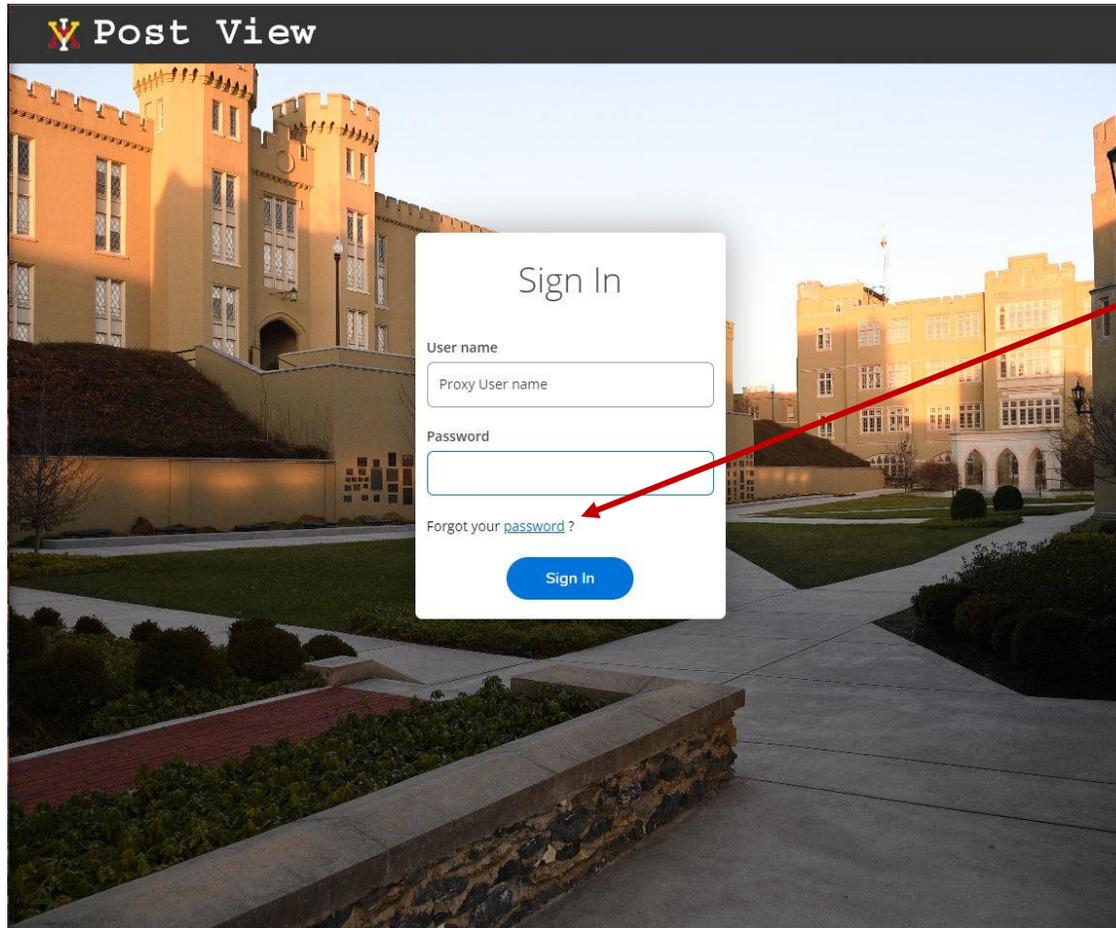
- After successfully submitting your User name, you will then need to enter your Password.

- If you have forgotten your password, select the "password" link

Forgot Password

Forgot Password

‹ Back to Login page

ⓘ Enter the following information. If your account can be identified, an email will be sent with instructions on how to reset your password.

User Name *

[   ]

Email Address *

[   ]

[Submit]

- Upon clicking on the "password" link you will be taken to this form. Enter the appropriate information into the data fields (User Name and Email Address are required).
- The data is not case sensitive but will need to exactly match what is in the database.
- After submitting an active User Name and matching Email Address, the system will send an email with a "Reset your password" link.

Forgot Password Email

You requested a password reset for your Post View Proxy account. Please click the following link to change your current password.

If you have received this e-mail in error, please contact the VMI Help Desk at 540-464-7643 or send email to Help@vmi.edu.

Reset your password

Alternatively, you may cut and paste the following URL into your browser to access the Reset Password workflow.

HTTPS://postview.vmi.edu:443/Student/Account/ResetPassword?resettoken=60b59b32e1

Reset Password Page

- Upon clicking the "Reset your password" link or entering the address data into a browser, you will be directed to the Reset Password page.

- You will need to enter your "User Name" and a "New password". Then you will need to "Confirm new password".

Common Password Reset Errors

Password cannot be a recently used password. Please enter a new password. Password cannot be the same as the current password or any of the 4 most recently used passwords.

- The new password cannot be a recently used password.

Password did not meet all complexity requirements. Please enter a new password. Password requirements - password must: * Be between 12 and 40 characters * Contain no parts of username that are 3 or more consecutive characters * Contain one or more letters * Contain one or more uppercase letters * Contain one or more lowercase letters * Contain one or more numbers * Contain one or more non-alphanumeric characters, except ;?:@&=<>\ [space].

- The new password must meet all complexity requirements.

The new password and confirmation password do not match.

- The new password and confirmation password must match.

Proxy User Acting on Behalf

- Upon successfully changing your password, you will see the confirmation message. Click the link to proceed.

Contact Information

- Additional information concerning Proxy User Access can be found on our Post View FAQ site.

- Additional information concerning Information Technology at VMI can be found on our website www.vmi.edu/about/offices-a-z/it/.

Information Technology 540-464-7643

Email: **help@vmi.edu**