

# 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

[Back to VMI.edu](#)

## VMI Post View

Post View is Virginia Military Institute's internal system used to process admissions applications, manage cadet billing, register for classes, and employee benefits information.



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

### Applicant

To begin the VMI application, you will first need an applicant account. Visit the [VMI Apply page](#) for full instructions on starting and completing the application process.

If you have received your VMI applicant account UserID and password via email, you are able to access to the VMI application portal.

To login, your UserID must be followed by [@mail.vmi.edu](#) on the authentication page.

[Login Using your VMI Applicant Account](#)

### Cadet

You must use your VMI Network UserID and your NETWORK password to login. This is NOT necessarily your email password.

Your VMI Network UserID must be followed by [@mail.vmi.edu](#) on the authentication page.

[Login Using your VMI Network Account](#)

### Employee, Faculty

You must use your VMI Network UserID and the same password as your email to login

Your VMI Network UserID must be followed by [@vmi.edu](#) on the authentication page.

[Login Using your VMI Network Account](#)

### Proxy

You must have the UserID created when your Cadet set up your Proxy access.

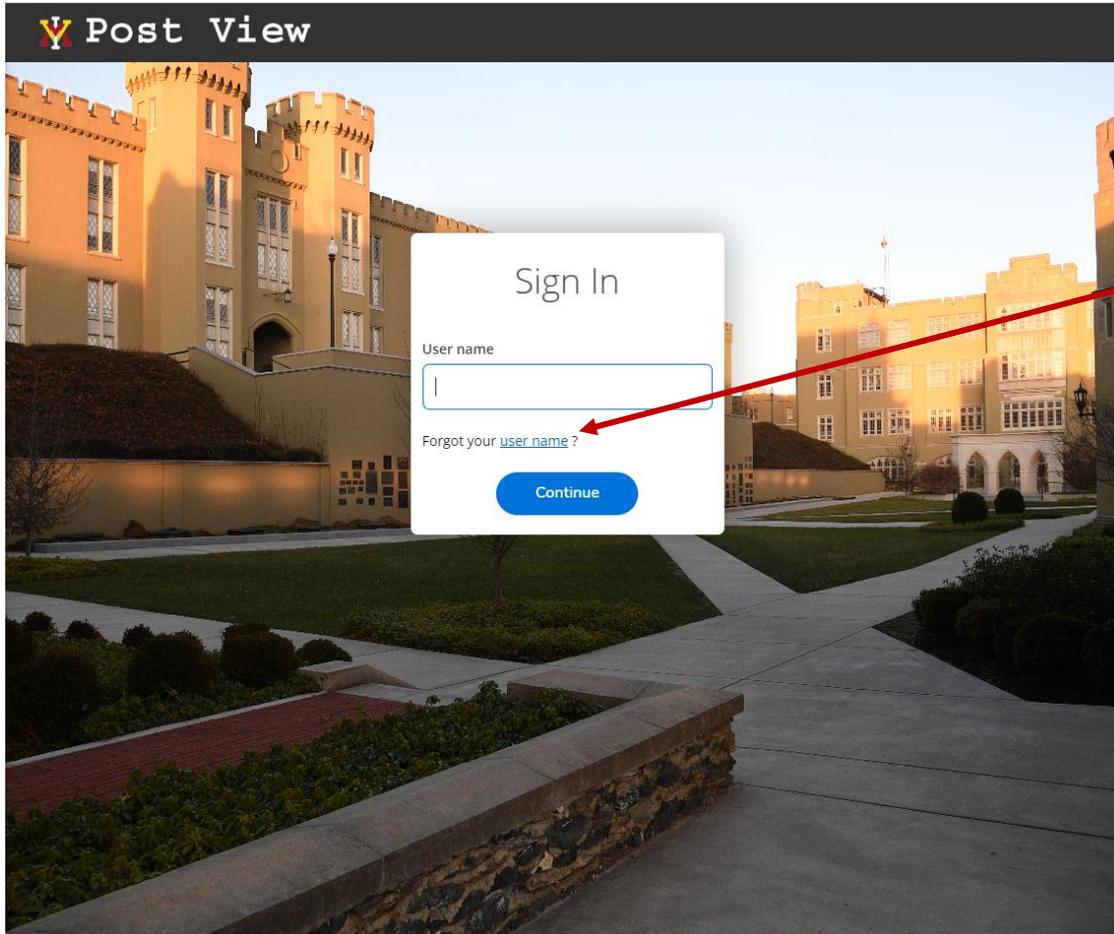
Your password was sent in a separate email when the UserID was created.

[Login Using your VMI Proxy Account](#)





# 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

## Post View

### Forgot User Name

[Back to Login page](#)

Enter the following information. If your account can be identified, an email will be sent with your user name information.

First Name

Last Name \*

Email Address \*

Submit

- 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

 Post View

User Name Recovery Request



Please check your email for information. If you do not receive an email shortly please try again.

[Return to the Login page](#)

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



# Forgot User Name Email

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**From:** DoNotReply@vmi.edu <DoNotReply@vmi.edu>

**Sent:** Monday, December 5, 2022 4:26 PM

**To:** [Redacted]

**Subject:** Post View Account Management Response

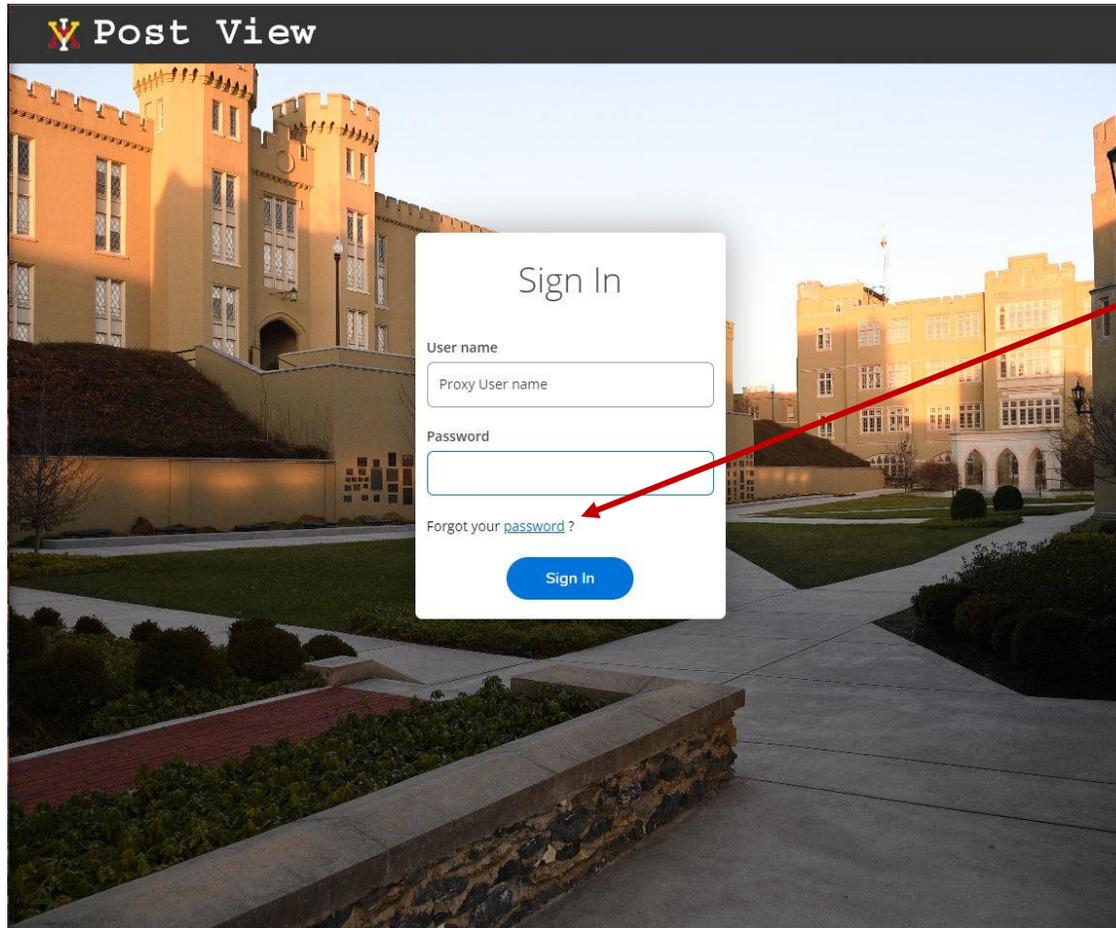
Your user name has been sent at your request and is: [Redacted]

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](mailto: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

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**From:** DoNotReply@vmi.edu <DoNotReply@vmi.edu>

**Sent:** Wednesday, December 7, 2022 6:30 PM

**To:** [REDACTED]

**Subject:** Post View Account Management Response

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](mailto: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

## Post View

### Reset Password

**i** Please enter your user name and new password.

User name

New password

Confirm new password

**Reset Password**

- 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.



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 and confirmation password do not match.

- The new password cannot be a recently used password.
- The new password must meet all complexity requirements.
- The new password and confirmation password must match.



# Proxy User Acting on Behalf

A screenshot of a web interface. At the top, there is a dark grey header with the VMI logo and the text 'Post View'. Below this is a light grey bar with the text 'Change Password'. The main content area is white and contains a green confirmation message: a green checkmark icon followed by the text 'Your password has been successfully changed.' Below the message is a blue underlined link that reads 'Please sign in using your new password to continue.'

- 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/](http://www.vmi.edu/about/offices-a-z/it/).

Information Technology 540-464-7643

Email: [help@vmi.edu](mailto:help@vmi.edu)