

Post View Student Records Release

A decorative horizontal bar with a black background. On the left side, there is a stylized arrow pointing to the right, composed of a yellow section and a red section.

Information Technology
& Cadet Accounting

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 log in process, and designate a Proxy User, the cadet will need to choose “Login Using your VMI Network Account” in the Cadet box.

Applicant	Cadet	Employee, Faculty	Proxy
<p>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.</p> <p>If you have received your VMI applicant account UserID and password via email, you are able to access to the VMI application portal.</p> <p>To login, your UserID must be followed by @mail.vmi.edu on the authentication page.</p> <p>Login Using your VMI Applicant Account</p>	<p>You must use your VMI Network UserID and your NETWORK password to login. This is NOT necessarily your email password.</p> <p>Your VMI Network UserID must be followed by @mail.vmi.edu on the authentication page.</p> <p>Login Using your VMI Network Account</p>	<p>You must use your VMI Network UserID and the same password as your email to login</p> <p>Your VMI Network UserID must be followed by @vmi.edu on the authentication page.</p> <p>Login Using your VMI Network Account</p>	<p>You must have the UserID created when your Cadet set up your Proxy access.</p> <p>Your password was sent in a separate email when the UserID was created.</p> <p>Login Using your VMI Proxy Account</p>

Cadets log in here





Authentication page



Virginia Military Institute

Sign in

Sign in

Applicant: Log in using the UserID and password provided in the VMI account confirmation email from VMI Admissions. Be sure to include @mail.vmi.edu after your provided UsersID (i.e. smithjd27@mail.vmi.edu)

Current Cadet: Log in with your VMI email address (i.e. smithjd26@mail.vmi.edu) as the user name, and your Post View/Canvas password. **Class of 2027 log in using your VMI email address (i.e. smithjd27@vmi.edu) and password.**

Employee: Log in using your VMI email address (i.e. smithjd@vmi.edu) and password.

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- The link will take you to the VMI authentication/login page where you will need your full VMI network credentials.
- Cadets:
Enter “user name” followed by **@mail.vmi.edu**
Enter your VMI Network password – this may not be the same as your email password.
- Class of 2027:
Log in using your VMI email address (i.e. smithjd27@vmi.edu) and password.





Post View Processes

The screenshot shows the 'Post View' dashboard interface. At the top, there is a navigation bar with the 'Post View' title, a user profile icon, and links for 'Sign out' and 'Help'. Below the navigation bar, a welcome message reads 'Hello, Welcome to VMI Post View!' followed by the instruction 'Choose a category to get started.' The main content area is a grid of ten category tiles, each with an icon and a brief description:

- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Employee**: Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**: Here you can view and search the course catalog.
- Grades**: Here you can view your grades by term.
- Program Evaluation and Graduation**: Here you can view and submit a graduation application.
- Academic Attendance**: Here you can view your attendances by term.
- Cadet**: Here you can view cadet specific options.

At the bottom of the dashboard, there is a footer with the copyright notice: '© 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

- Upon a successful login, only items that have been assigned to that user will be available.



Access Student Records Release

A screenshot of the VMI Post View web application. The interface is dark-themed with a sidebar on the left and a main content area. The sidebar contains a menu with items: Home, Financial Information, Employment, Academics, Daily Work, User Options, User Profile, Emergency Information, View/Add Proxy Access, Student Records Release, Required Documents, and Required Agreements. The 'User Options' item is highlighted in blue, and a red circle is drawn around its user icon. A red arrow points from this icon to a user profile dropdown menu in the top right corner of the main content area. This dropdown menu contains the following items: User Profile, Emergency Information, View/Add Proxy Access, Student Records Release, Account Preferences, and Required Agreements. The 'Student Records Release' item in the dropdown is also circled in red. The main content area displays a welcome message and several service tiles for Student Finance, Tax Information, Student Planning, Grades, Academic Attendance, Financial Aid, Employee, Course Catalog, Program Evaluation and Graduation, and Cadet. A copyright notice is visible at the bottom of the page.

- Click on either user option to display a drop-down menu
- Click on “Student Records Release”



Student Records Release Information

Post View 👤 ➔ Sign out 🔗 Help

[User Options](#) · Student Records Release

Student Records Release Information

i The privacy of student records is protected by law. Subject to several specified exceptions, the regulations of the U.S. Department of Education prohibit disclosure of personally identifiable information from your educational records without your consent to anyone other than VMI officials who have an educational interest in the information. For additional information on FERPA regulations visit the U.S. Department of Education website at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. Virginia Military Institute is prohibited from providing certain information from your cadet records to a third party, such as grades, billing, tuition and fees assessments, financial aid, and other student record information. The Institute must have submitted permission from you prior to releasing information from your educational record. If you wish to grant access to a third party, please indicate the name(s) and relationships(s) of the individual below.

I acknowledge that I understand, I am not required to release my records. By granting access, you are giving the Institute permission to release information designated by you. The consent submitted must specify what information is to be released.

I am giving consent to release information to the persons listed below. I further understand this order stays in effect until revoking by updating the Student Records Release form in PostView. Please be sure that the individuals you authorize know their PIN number as they will be required to provide it when requesting information.

Deny access to All

Active Relationship

i No Active Relationship Available

[Add Person/Relationship](#)

- The first section explains the records release process
- The Deny access to All will prevent you from adding any relationships
- The Active Relationship area displays any current authorized individuals



Reviewing an Active Relationship

Active Relationship

Name	Information Access	Relationship	PIN	Start Date	End Date	
[REDACTED]	Payment Information ⓘ	Parent	[REDACTED]	6/6/2023		 

- If a Person/Relationship has already been designated, they will show in the Active Relationship section



- Click the pencil to edit the PIN, End Date, and Access areas
- Click the minus sign to delete this Active Relationship

Edit Access

Name [REDACTED] Relationship Parent Start Date 6/6/2023

PIN * [REDACTED] End Date 

Access *

Allow Complete Access

Allow Select Access

Financial Aid ⓘ

Payment Information ⓘ

Cancel Save



Adding a Relationship

- Select “Add Person/Relationship” to add an active relationship
- Enter the requested data
Fields marked with an asterisk (*) are required
- Select the area of access that you would like this person to have
- Verify that you authorize the institution to disclose your information to this party by checking the Disclosure Agreement

Active Relationship

No Active Relationship Available

Add Person/Relationship

First Name * Last Name * Relationship * PIN * Start Date End Date

 Please Select Enter a 4 digit PIN M/d/yyyy M/d/yyyy

Access *

Allow Complete Access

Allow Select Access

Financial Aid ⓘ

Payment Information ⓘ

Disclosure Agreement

I authorize the institution to disclose my information to this party

Cancel **Submit**



Contact Information

- Additional information concerning your bill and payment options can be found on our website [www.vmi.edu/cadetaccounting.](http://www.vmi.edu/cadetaccounting)

Cadet Accounting Office 540-464-7217

Email: **cadetaccounting@vmi.edu**



Contact Information

- 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**