

How to Login to Post View as a Cadet



Information Technology

1 May 2023



Logging into Post View

A screenshot of the Virginia Military Institute website. The top navigation bar includes links for 'MYVMI', 'OFFICES A-Z', 'CALENDAR', 'WEBCAMS', and 'DIRECTORY'. Below this is a search bar. The main navigation menu includes 'About', 'Academics', 'Admissions and Aid', 'Cadet Life', 'Athletics', and 'Give'. The main content area features a large image of three cadets in uniform standing in front of a red fire truck and an ambulance. To the right of the image is a text box with the title 'Cadet EMTs Provide Comfort and Care' and a paragraph of text.

Cadet EMTs Provide Comfort and Care

Every day, a group of cadets volunteer as Emergency Medical Technicians (EMTs) on post to provide life-saving medical care in emergency situations. In addition to their efforts on post, several cadet EMTs volunteer in the community.

- 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, you will need to choose “Login Using your VMI Network Account” under the Cadet block

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>



Protecting your User ID

- Sharing your User ID and password is not authorized.
- Rather than sharing your User ID and password, cadets will be allowed to designate authorized proxy (formerly bill payer).
- Proxy may access your billing information in Post View.
- Designate a proxy for financial functions **only** if someone other than yourself will need to view or pay the bill.
- Note: Becoming a proxy does not authorize release of information either verbal or written (see FERPA release).



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 UserID (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@mail.vmi.edu) and password.**

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

- **Cadet:**
Enter “user name” followed by **@mail.vmi.edu**
Enter your VMI Network password.
- **Class of 2027:**
Log in using your VMI email address (i.e. smithjd27@mail.vmi.edu) and password.
- If needed, you can go to [Self Service Password](#) and reset your password.
- **Need Assistance with Account or Password:**
Contact the VMI Help desk at 540-464-7643 or send email to help@vmi.edu



Welcome to Post View

The screenshot shows the 'Post View' dashboard for a user. The header includes a navigation menu, the 'Post View' title, and user information (a profile icon and a redacted name), along with 'Sign out' and 'Help' links. The main content area displays a welcome message and a grid of ten service tiles, each with an icon, a title, and a brief description. The footer contains a copyright notice for Ellucian Company L.P. and its affiliates, with a link to the privacy policy.

Post View

Hello, Welcome to VMI Post View!
Choose a category to get started.

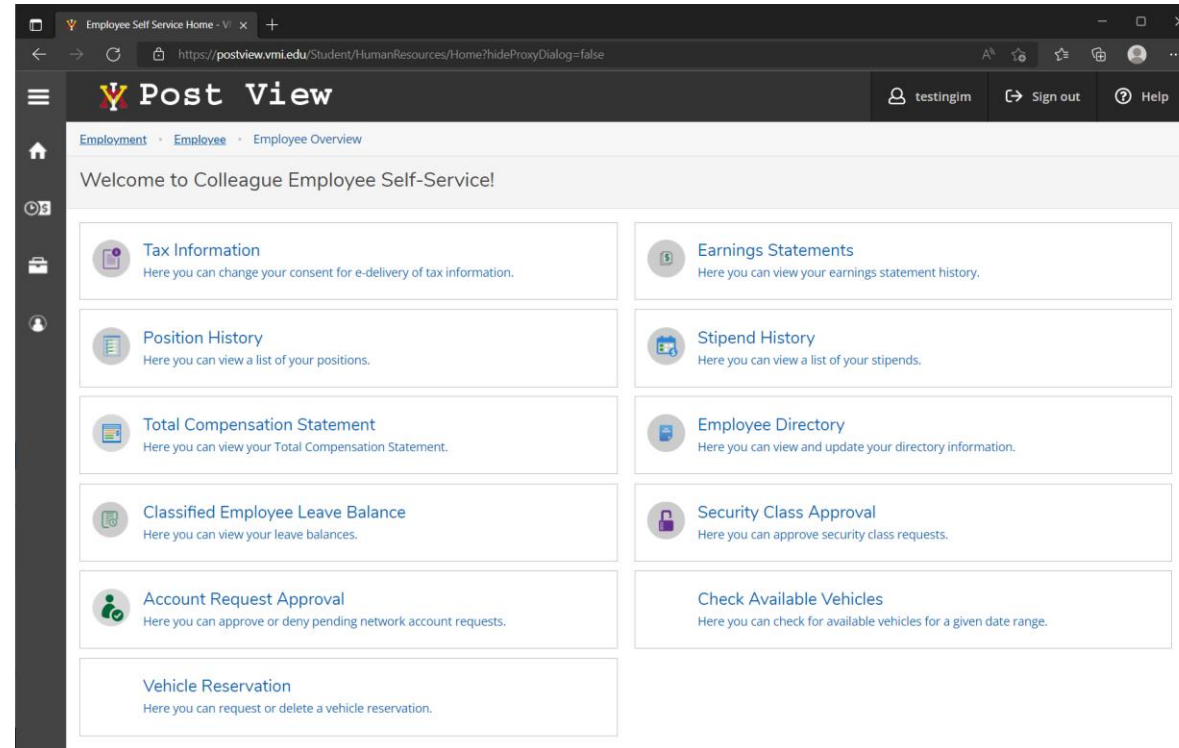
- Student Finance**
Here you can view your latest statement and make a payment online.
- Financial Aid**
Here you can access financial aid data, forms, etc.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Employee**
Here you can view your tax form consents, earnings 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.

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



Typical Employee Menu



- By opening that Employee tile, the user will see the items made available.



Other Menus

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 list of menu items: Home, Financial Information, Employment, Academics, Daily Work, User Options (highlighted in blue), User Profile, Emergency Information, View/Add Proxy Access, Required Documents, and Required Agreements. A red arrow points from the 'User Options' item in the sidebar to a user profile icon in the top right corner of the main content area. This icon has a dropdown menu open, listing: User Profile, Emergency Information, View/Add Proxy Access, Account Preferences, and Required Agreements. The main content area displays a welcome message and several service tiles: 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 the user options for other drop-down menus



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**