

# How to Login to Post View as an Employee

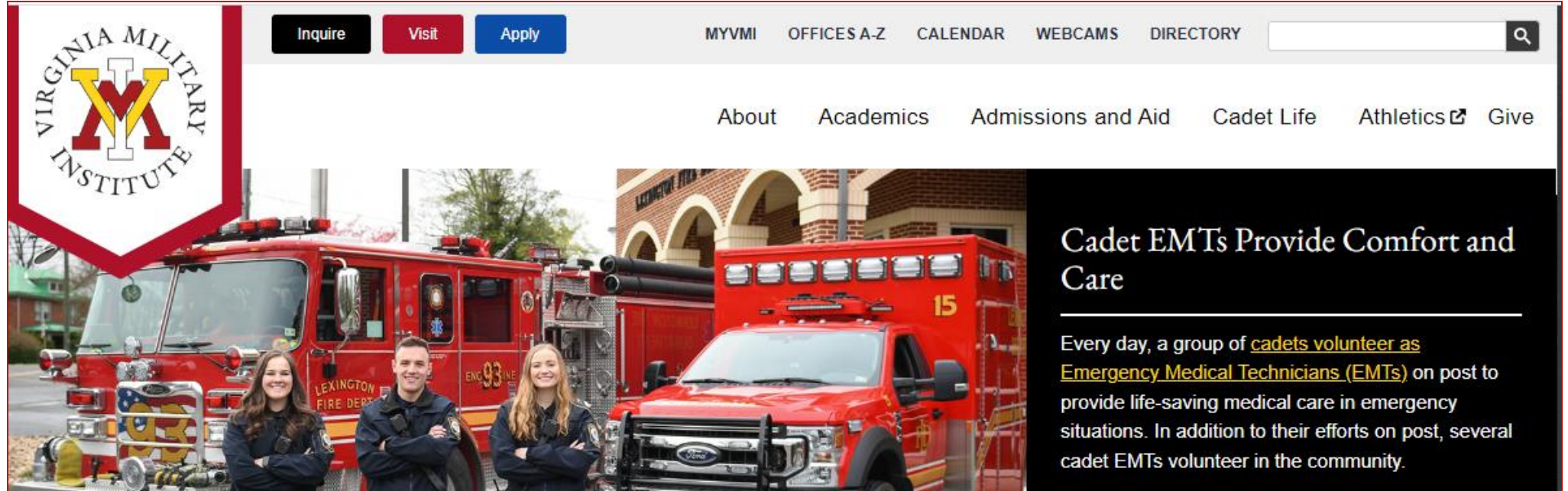


## Information Technology

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 log in process, you will need to choose “Login Using your VMI Network Account” under the Employee, Faculty block

Applicant	Cadet	Employee, Faculty	Proxy
<p>To begin the VMI application, you will first need an applicant account. Visit the <a href="#">VMI Apply page</a> 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 <a href="#">@mail.vmi.edu</a> on the authentication page .</p> <p><a href="#">Login Using your VMI Applicant Account</a></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 <a href="#">@mail.vmi.edu</a> on the authentication page.</p> <p><a href="#">Login Using your VMI Network Account</a></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 <a href="#">@vmi.edu</a> on the authentication page.</p> <p><a href="#">Login Using your VMI Network Account</a></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><a href="#">Login Using your VMI Proxy Account</a></p>





# 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. smithjd27@mail.vmi.edu) as the user name, and your Post View/Canvas password.

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

- Employee:  
Enter your VMI email address and password
- Need Password Changed:  
If needed, you can go to [Self Service Password](#) and reset your password.
- Need more Assistance with Account or Password:  
Contact the VMI Help desk at 540-464-7643 or send email to [help@vmi.edu](mailto:help@vmi.edu)





# Welcome to Post View

The screenshot shows the 'Post View' dashboard interface. At the top, there is a dark navigation bar with a hamburger menu icon, the 'Post View' title, a user profile icon, a 'Sign out' button, and a 'Help' button. Below the navigation bar, a light gray banner displays a welcome message: 'Hello, Welcome to VMI Post View!' followed by the instruction 'Choose a category to get started.' The main content area contains four white cards with rounded corners, each featuring an icon and a title: 'Tax Information' (document icon), 'Employee' (calendar icon), 'Advising' (people icon), and 'Faculty' (person with magnifying glass icon). Each card includes a brief description of the available actions. At the bottom of the dashboard, a footer contains 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 visible.



# Typical Employee Menu

The screenshot displays the 'Post View' interface for an employee. The header includes the 'Post View' title, a user profile icon, and links for 'Sign out' and 'Help'. Below the header, a breadcrumb trail shows 'Employment > Employee > Employee Overview'. A welcome message reads 'Welcome to VMI Employee Post View!'. The main content area is a grid of 14 tiles, each with an icon, a title, and a brief description:

- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Earnings Statements**: Here you can view your earnings statement history.
- Employee Proxy**: Here you can delegate certain types of work tasks to another employee.
- Position History**: Here you can view a list of your positions.
- Stipend History**: Here you can view a list of your stipends.
- Total Compensation Statement**: Here you can view your Total Compensation Statement.
- Employee Directory**: Here you can view and update your directory information.
- Classified Employee Leave Balance**: Here you can view your leave balances.
- Security Class Approval**: Here you can approve or deny pending Colleague security class requests.
- Account Request Approval**: Here you can approve or deny pending network account requests.
- Check Available Vehicles**: Here you can check for available vehicles for a given date range.
- Vehicle Reservation**: Here you can request/modify/delete a vehicle reservation.

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





# Typical Faculty Menu

**Post View** [User Profile] [Sign out] [Help]

[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

Manage your courses by selecting a section below

Fall 2023

Section	Times	Locations	Availability ⓘ	Books	Census Dates
<a href="#">BI-101-05: General Biology I</a>	T/Th 10:50 AM - 12:05 PM 8/29/2023 - 12/21/2023 Th 12:35 PM - 3:25 PM 8/29/2023 - 12/21/2023	Maury Brooke Hall, 216 Lecture Maury Brooke Hall, 216 Laboratory	16 / 0 / 16 / 0		
<a href="#">BI-308-01: Zoonotic Diseases</a>	T/Th 8:00 AM - 9:15 AM 8/29/2023 - 12/21/2023	Maury Brooke Hall, 202 Lecture	12 / 0 / 12 / 0		

Summer I 2023

Section	Times	Locations	Availability ⓘ	Books	Census Dates
<a href="#">BI-390-01: Independent Research</a>	TBD	TBD	0 / 1 / 1 / 0		

Spring 2023

Section	Times	Locations	Availability ⓘ	Books	Census Dates
<a href="#">BI-102-04: General Biology II</a>	T/Th 10:50 AM - 12:05 PM 1/17/2023 - 5/11/2023 T 12:35 PM - 3:25 PM 1/17/2023 - 5/11/2023	Maury Brooke Hall, 314 Lecture Maury Brooke Hall, 314 Laboratory	0 / 24 / 24 / 0		
<a href="#">BI-411-01: Immunology</a>	T/Th 8:00 AM - 9:15 AM	Maury Brooke Hall, 202	0 / 17 / 14 / 0		

- By opening that Faculty tile, the user will see a list of their courses and course details.





# Other Menus

A screenshot of the VMI Post View web application. The interface has a dark sidebar on the left with a menu containing: 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. The main content area is titled 'Post View' and displays a welcome message: 'Hello, Welcome to VMI Post View! Choose a category to get started.' Below this are four cards: 'Tax Information' (change consent for e-delivery), 'Employee' (view information, timecard), 'Advising' (access advisees, provide guidance), and 'Faculty' (view active classes, submit grades). A user profile dropdown menu is open in the top right, listing: User Profile, Emergency Information, View/Add Proxy Access, Account Preferences, and Required Agreements. A red arrow points from the 'User Options' menu item in the sidebar to the user profile dropdown menu.

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

Information Technology 540-464-7643

Email: **help@vmi.edu**