

# How to Login to Post View-Proxy

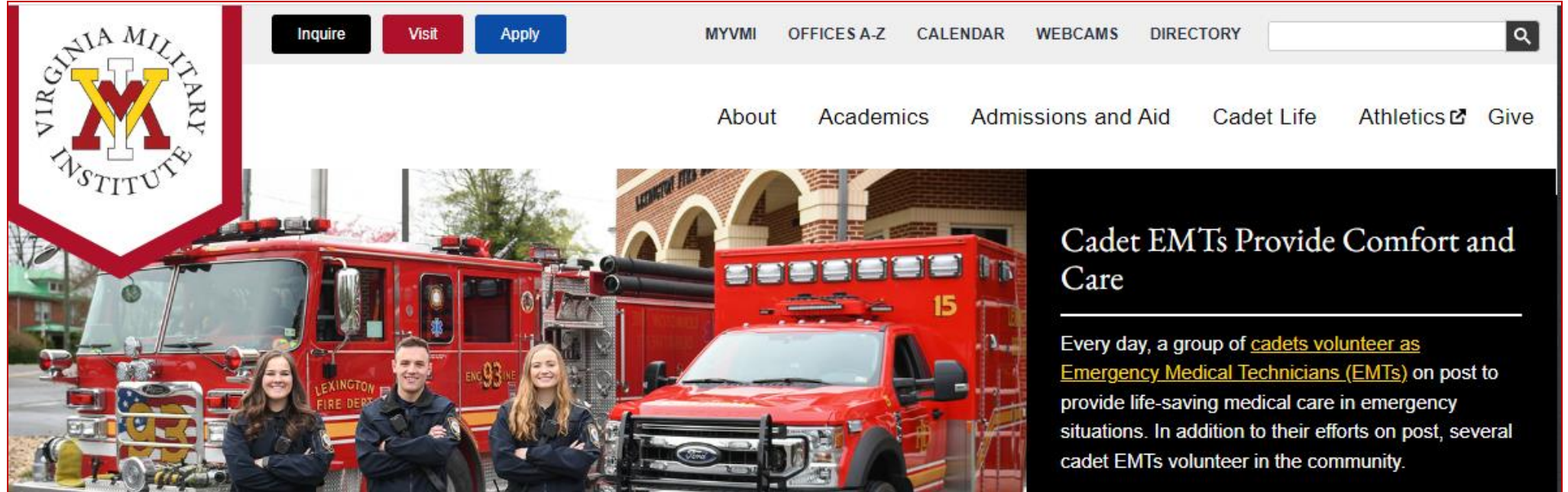


Information Technology

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 log in 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.

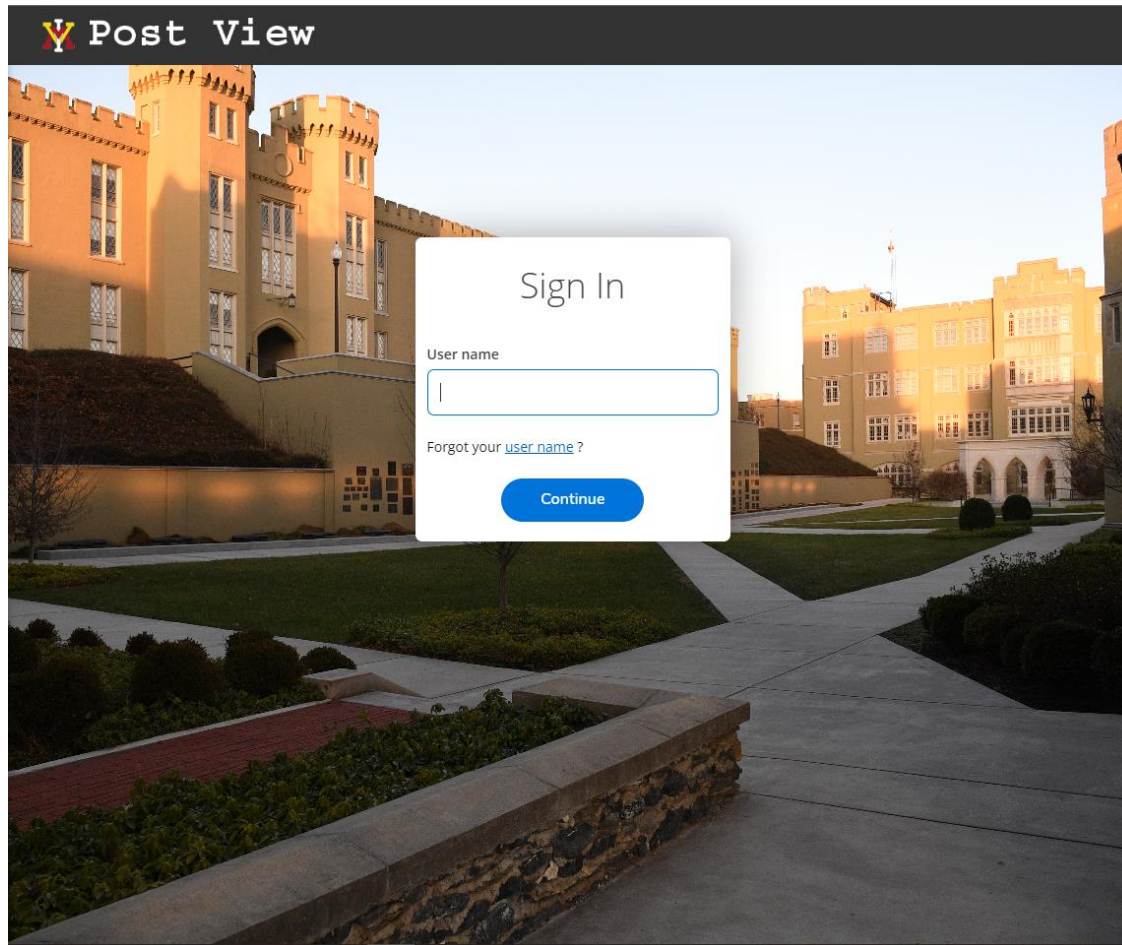
Your password was sent in a separate email when the UserID was created.

[Login Using your VMI Proxy Account](#)





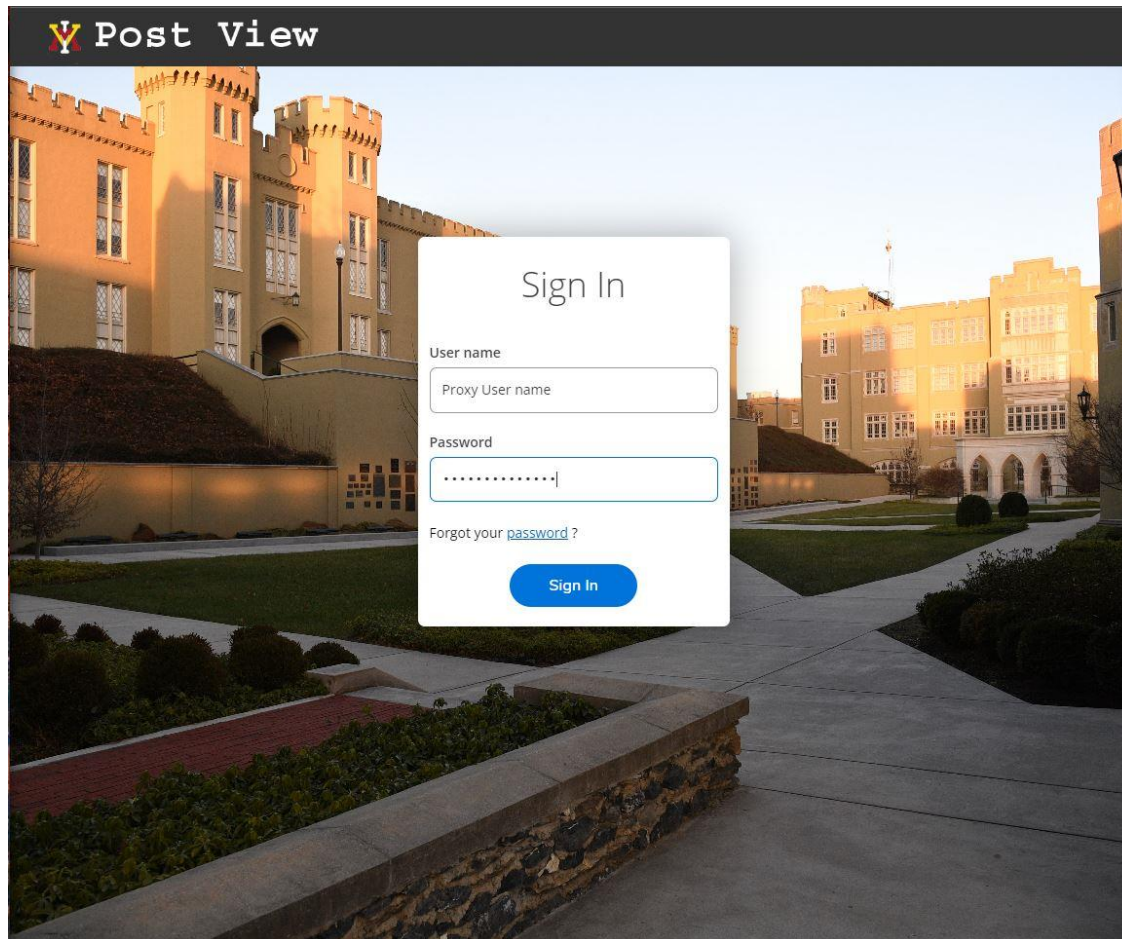
# Sign In Page



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



# Proxy User Sign In



- Proxy Users will be requested to supply their password on this page.
- Need 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)



# Proxy User Choices When Logging In

Person Proxy

Select the cadet you want to view and press Continue:

[Unselected Cadet 1] [Unselected Cadet 2]

Continue

- Upon login by the proxy user, they will be presented a choice of whom they would like to work with. If a proxy for more than one cadet, each cadet will be listed.

- Choose the cadet's name and select Continue to be provided options to act on behalf of that cadet.

Person Proxy

Select the cadet you want to view and press Continue:

[Selected Cadet 1] [Unselected Cadet 2]

Continue





# Proxy User Acting on Behalf

A screenshot of the VMI Post View web application interface. The top navigation bar is dark grey with the 'Post View' logo and 'Sign out' and 'Help' links. Below this is a green banner with a user profile icon, the text 'acting on behalf of', and a 'Change User' button. The main content area has a light grey background with a welcome message: 'Hello, Welcome to VMI Post View! Choose a category to get started.' Below this are four white cards with icons and text: 'Student Finance' (dollar sign icon), 'Financial Aid' (dollar sign icon), 'Tax Information' (document icon), and 'Grades' (book icon). The footer contains copyright information: '© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

- The proxy user will be provided options to act on behalf of that cadet.
- Specific options available to the proxy user are dependent on what the cadet chose while setting the proxy user up.



# 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)