

# ACCESSING YOUR PROJECT EXCEL CLASS ROSTERS THROUGH MYVU

- 1) Have your MyVU user name and password available and log on to MyVU at <https://my.vinu.edu>
- 2) After you log in, click on MyVU in the upper left-hand corner.
- 3) Under Faculty, click on "Faculty & Advisor Self Service"
- 4) Click on "Summary Class List"
- 5) Use the drop down box to select the semester in which you are running the VU course. If you are running the VU course as a year-based class, fall or as a 1st or 2nd trimester class, select "Fall 20XX" in the drop down box; if running as a spring or 3rd trimester class, select "Spring 20XX" in the drop down box.
- 6) You should see all sections of the courses that are currently running.

*For more detailed information, please refer to the "[Grading and Class Rosters](#)" page on our [website](#).*

**Please note that you will receive an email from our office along with PDF's of your class rosters to check, sign and return after all registrations have been entered into the VU system. Due to the high volume of data that must be manually entered for thousands of registrations, rosters are typically not available until mid-semester.**

If you have concerns regarding a particular student's registration prior to this time, please contact the Project EXCEL office with your inquiry:

Telephone: (812) 888-4337 or Email: [projectexcel@vinu.edu](mailto:projectexcel@vinu.edu)