

Signing On to Atlas for the First Time

1. Access Atlas at <http://atlas.valenciacc.edu/>



Secure Access Login

User Name:

PIN:

Having problems logging in?
[Click here.](#)

[Set up your account](#)



2. Click on **Set up your account** on the left side of the page
3. Select either **Student** or **Faculty Staff**

A banner for Atlas with a blue background. On the left, it says "Atlas for Students" and "Atlas is Valencia's online portal that gives you access to all the tools you need to succeed at Valencia." Below this is a photo of a smiling woman and the text "Students enter here." On the right, it says "Atlas for Faculty & Staff" and "Secure and easy to use, Atlas allows you to quickly contact students or post grades in less time, giving you more time to teach and work." Below this is a photo of a smiling man and the text "Faculty & Staff enter here." The top right of the banner says "Welcome to Valencia's online learning community." in a white, cursive font.

4. Click on **Sign-up Today**

Sign Up Today!

5. Read the Atlas Usage Policy then click **Accept**

To continue, please read and accept the Atlas Usage Statement below.

Each Student at Valencia is subject to federal and state law, county and municipal ordinances, and all rules and regulations of the Board of Trustees. Prohibited actions include disruption of the normal, orderly and peaceful operation of the college, cheating, stealing, use of indecent or abusive language, unauthorized use of the college's name, lewd or indecent conduct, and furnishing false information with intent to deceive. Violation of these published laws, ordinances, rules or regulations may subject the violator to appropriate disciplinary action. Full content of policies [6Hx28:10-03](#) (Student Conduct), [6Hx28:04-38](#) (Information Technology Resources Policies), and [6Hx28:10-04](#) (Student Disciplinary Action) are available in the College Catalog, Student Handbook, and [on-line policy manual](#) (in print or on-line on Valencia's Web site).

6. Read “Four Steps to Setting Up Your Atlas Account” then click on **Continue**
7. The Atlas registration screen will appear. Carefully enter all information then click **Submit**.

To register for your Atlas account, please fill in the following fields and click submit.

All information is required.

Please note that all submitted information is used solely to establish your Atlas identity.

First Name:

Last Name:

Birthdate:

Student or Faculty VID or SSN: (no dashes)
SSN will be used for authentication purposes only.
Don't know your VID/SSN, click [here](#).

Please create a question that only you would know the answer to and that will be easy to remember. Then enter that answer in the box below.
If you change information about your account, this question will be used to identify you, please remember it.

Secret Question:

Secret Question Answer:

Set your PIN (must be six digit number):

Re-type your PIN to confirm it:

Before you click submit, please make sure you remember your PIN. You will need it every time you log in to Atlas.

8. Once you have submitted the required information you will be give and **Username and Password** to be used to log into Atlas. Please make note of this information.