



# Castleton

## Castleton's Online Portal Guide

### VERMONT STATE COLLEGES SYSTEM Password and Account Management Portal

Forgot your Password?

- 1 Verify your identity and request a PIN: Enter your user information**  

\* First Name:

\* Last Name:

\* Birth Date:  Format: MM/DD/YYYY

\* CollegeID:

☐ By selecting this checkbox you agree to receive text messages on your mobile device.

\* Required field
- 2 Select where you want the PIN to be sent**
- 3 Validate your PIN: Enter the PIN that was sent to your mobile device**
- 4 Create and confirm your new password**

### VERMONT STATE COLLEGES SYSTEM Password and Account Management Portal

Forgot your Password?

- 1 Verify your identity and request a PIN: Enter your user information**
- 2 Select where you want the PIN to be sent**  

☐ Cellphone (\*\*\*\*\*123)

☐ E-mail (g\*\*\*\*\*@yahoo.com)

☐ Both (\*\*\*\*\*123 & g\*\*\*\*\*@yahoo.com)

Please note the login procedures below. Logging in will keep you connected with campus.

### Activate your account:

Navigate a web browser to:  
**castleton.edu/activate**

If you have applied to or attended another Vermont State College, you may have already activated your account.

### Identity Verification

In order to activate your account, you will need to verify your identity and request a 6-digit PIN. Enter your first name, last name, your date of birth, and your Castleton Student ID number (your instructor or Center for Schools can supply). Then, check the box agreeing to receive text messages on your mobile device. Select where you want your PIN to be sent; either a text to your mobile device, your personal email address, or both. You can then enter the 6-digit PIN you received and create your password. Remember your username and password for future use.

**Note: Do not use a Vermont State Colleges' email address for verification.**

Today, 11:24 AM

Use the PIN [556425](#) to continue with the password reset. The PIN will expire at 1/15/2018 at 11:54 AM EST.

You will receive a text (or email) similar to the one shown here with a 6-digit PIN that you will use to validate your account. **The PIN will expire in 30 minutes.**

Enter the pin in the box and select "Validate."

## 1 Verify your identity and request a PIN: Enter your user information

## 2 Select where you want the PIN to be sent

## 3 Validate your PIN: Enter the PIN that was sent to your mobile device

PIN:

VALIDATE

RESEND PIN

## Create your password:

Now you will set a password for your account. Note the password rules on the right.

## 4 Enter new account password

New Password:

Re-type Password:

RESET PASSWORD

Password Rules	Students
<b>Mandatory</b>	
Length: Minimum	8
Length: Maximum	999
Letters: Minimum	2
User name: Disallow contain	Yes
Identity User ID: Disallow contain	Yes
Valid characters	!"#\$%&'()*+,-./:;<=>?@[\\]^_`{ }~
Conditional rules to be satisfied	3 out of 4
<b>Conditional</b>	
Letters: Minimum upper case	1
Letters: Minimum lower case	1
Numbers: Minimum	1
Special characters: Minimum	1

## Set your security questions:

Once a valid password has been set, you will be directed to a page where you can set your security questions. You MUST set these questions in order to view your username, which is needed to log in to your account.

PROFILE SET UP SECRET QUESTIONS MY AVAILABILITY PREFERENCES MESSAGES

Please provide answers to all secret questions below

What was the model of your first car?

Answer

Re-type Your Answer

What is your favorite movie?

Answer

Re-type Your Answer

What was your high school mascot?

Answer

Re-type Your Answer

Last name of your kindergarten teacher?

Answer

Re-type Your Answer

To find out your username, select the “Profile” tab. Your username is displayed in the red circled area. In the example, it’s gmm12340.

VERMONT STATE COLLEGES SYSTEM Welcome, Gayle Malinowski

P APPROVALS REQUESTS MY ACCOUNTS USERS MY PROFILE ADMIN

PROFILE SET UP SECRET QUESTIONS MY AVAILABILITY PREFERENCES MESSAGES

Personal Information

First Name: Gayle Middle Name: M Last Name: Malinowski

Job Department: Job Title: Email Address: gmm12340@vsc.edu

Mobile Phone: Personal Email Address:

Birth Date:

DISCARD CHANGES SUBMIT

Username

Password

Log on to VSC

Login ☐ Keep me signed in < Options

Trouble logging in? [Submit a generic request](#)

## Portal Access/Activation Support

Are you receiving an error message when trying to log in to the portal? Contact the Castleton University Helpdesk by visiting [helpdesk.vsc.edu](https://helpdesk.vsc.edu) or by calling (802) 468-1221.

## Other Resources:

### Moodle

If you have questions about Moodle, please contact:

Sarah Chambers  
Instructional Technology Specialist  
sarah.chambers@castleton.edu  
(802) 468-6078

### Center for Schools

If you have questions about Center for Schools, please contact:

Tara Lidstone  
Assistant Director of Center for Schools  
tara.lidstone@castleton.edu  
(802) 345-0092

### Calvin Coolidge Library

Library resources (and more) targeted towards Castleton's community of educators and students of education are curated and annotated, with links provided, through an online guide. The URL is: [libguides.castleton.edu/education](http://libguides.castleton.edu/education). Visit the guide to access Handbooks of Research, subscription ebooks and research databases, find the journal content you have access to, and much more.

Find resources and content for these areas and more:

Lesson-planning resources  
Technology/Digital literacy  
Foreign language teaching  
Open Access/Open Education Resources

Special Education  
Common Core  
Professional development

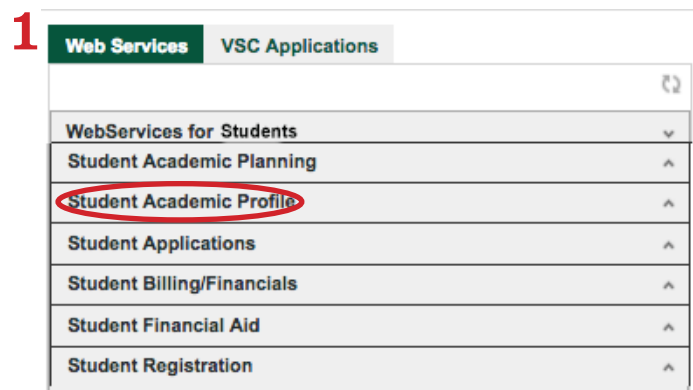
(Subscription material that is exclusively for students, faculty, and staff with Castleton login credentials is indicated.)

Feedback and suggestions for the guide from practicing educators is welcome. Please contact guide author Charlotte Gerstein, Reference and Instruction Librarian, with any suggestions or with any questions: [charlotte.gerstein@castleton.edu](mailto:charlotte.gerstein@castleton.edu) or (802) 468-6409.

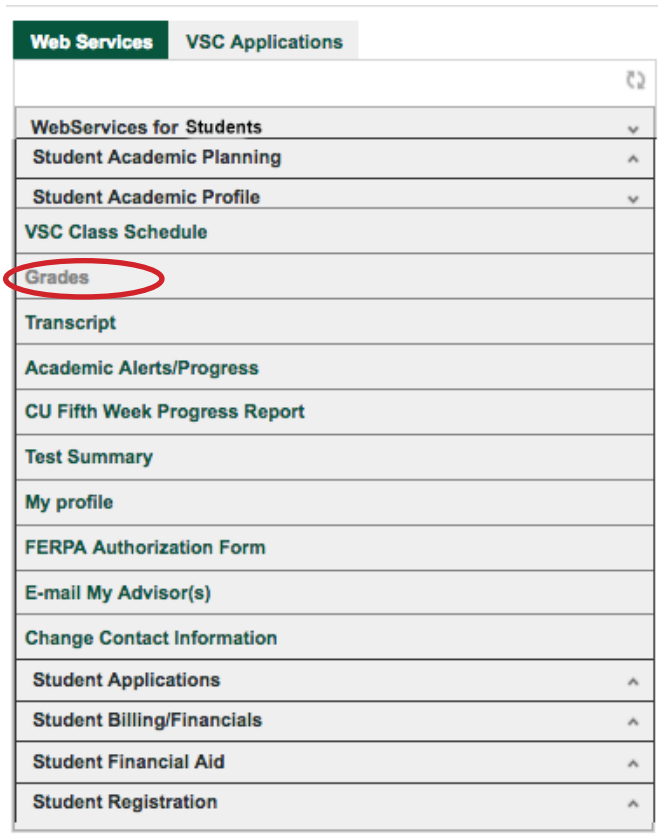
### Grade Report

In order to view your grades:

1. Select "Student Academic Profile" on the right side of the screen, then select "Grades."
2. Select the box next to the appropriate semester.
3. The course and grade will appear.



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### Transcripts

To obtain a copy of your transcript, visit [castleton.edu/transcripts](http://castleton.edu/transcripts) and follow the instructions using your portal login information. If you have any questions, please contact the Castleton Registrar's Office at (802) 468-1244.