Instructor Resources

How to find your new WVU ID
1. Go to: https://login.wvu.edu
2. On the left side, select "Forgot Your WVUID"
3. Use the Alternate WVUID Lookup, enter your date of birth and social security number.
4. Once you have your WVUID, click on "Claim Account" on the left.
5. Select to "Claim Account", enter your name, birthdate, and WVUID. At the bottom it will ask you a question, typically it is Are you human? And then you check I'm not a robot. A series of pictures will appear with a question, answer it. It will provide you with your username.

Still having trouble? Call the Service Desk at 304-293-4444. Explain that you are teaching a WVU Online & Extended Campus course and have them talk you through your technical issue.

Password Information:
*If you have never logged into MIX or STAR nor have you changed your default password, then your default password will consist of your 2 digit day of birth (ex.12/**31**/2001 = 31) and the last four digits of your WVU ID (ex.12345**6789** = 6789). (If you were a student prior to July of 2005, your PIN/Password, which if you have not changed it will be a default password that consists of your 2 digit day of birth (ex.12/**31**/2001 = 31) and the last four digits of your Social Security Number (ex.12345**6789** = 6789). Default password example will be 316789.
If you have logged into MIX or STAR and have changed your default password but do not remember it, then you would need to visit myid.wvu.edu and select "Reset Password".

Accessing your WVU enrollment list
1. Log onto http://star.wvu.edu
2. Click on STAR access
3. Click on Faculty & Advisor Login
4. Enter your User ID and your pin, Press Enter
5. View your class list of enrolled students. Check this periodically throughout the semester, especially before the end of the course.
6. If a student is not listed on the class list, and they submitted a registration form, have them contact our office to see why they aren't enrolled.

Entering Grades Online into STAR
1. Once you are logged into STAR, Click on Final Grades.
2. Select the term (Fall, Spring, or Summer)
3. At the CRN a drop down arrow will list all the classes you are teaching.
4. Click on the CRN you wish to issue grades for.
5. Scroll down thru your list of students and make sure they are all listed.
6. Click on the grade you wish to assign for each student. Please note that professional development courses are graded P-Pass or F-Fail).
7. Press the submit button. (This must be done at the end of each page of students.) *Note: If you have more than one page of class names and you need to get to the next page, at the bottom of the page you will see a page listing, such as 1-20, 21-40, etc… Just click on the next range of student names.
8. Enter grades for other courses you are teaching or log out.
   Note: In case you get timed out before you have completed all student grades, follow the above instructions where you left off.

If you have any questions, please contact us at 304-293-2834 and we will try to assist you.