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.*
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]

4. **Enter new account password**

   New Password: 
   Re-type Password: 

   [RESET PASSWORD]

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

<table>
<thead>
<tr>
<th>Password Rules</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>Length: Minimum</td>
<td>8</td>
</tr>
<tr>
<td>Length: Maximum</td>
<td>999</td>
</tr>
<tr>
<td>Letters: Minimum</td>
<td>2</td>
</tr>
<tr>
<td>User name: Disallow contain</td>
<td>Yes</td>
</tr>
<tr>
<td>Identity User ID: Disallow contain</td>
<td>Yes</td>
</tr>
<tr>
<td>Valid characters</td>
<td>!&quot;#$%&amp;'()*+,-./:;&lt;=&gt;?@[]^`{</td>
</tr>
<tr>
<td>Conditional characters to be satisfied</td>
<td>3 out of 4</td>
</tr>
<tr>
<td>Conditional</td>
<td></td>
</tr>
<tr>
<td>Letters: Minimum upper case</td>
<td>1</td>
</tr>
<tr>
<td>Letters: Minimum lower case</td>
<td>1</td>
</tr>
<tr>
<td>Numbers: Minimum</td>
<td>1</td>
</tr>
<tr>
<td>Special characters: Minimum</td>
<td>1</td>
</tr>
</tbody>
</table>
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.

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

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 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. 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 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.

Transcripts
To obtain a copy of your transcript, visit 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.

Updated: June 2018