VISTA How-to

VISTA uses a secondary (non-VSU) email address to facilitate self-service password resets, notify you of changes to your account and potential security alerts. To ensure you receive these communications, it is important to have a valid secondary email address included in your VISTA profile.

To review and edit this information:

- Login to the VISTA dashboard at https://login.vsu.edu
- When you have been logged on, click on your name which will appear in the upper right portion of the screen and choose **Settings**
- Click **Edit Profile**
- Locate the Personal Information section of your account and click **Edit**
- Move your cursor to the **Secondary email** field and make the needed changes
- Click **Save**

You may be prompted to confirm the address you entered. To do so:

- login to that email account and look for the confirmation email from VISTA.
- Open the email and click the **Confirm Email Change** button
- You may be prompted to login to VISTA and respond to the two step authentication.
- You will see a message confirming stating Email Change Confirmed.

If you are unable to update your secondary email address following these instructions, call the ITS Help Desk at 804-524-5210 during normal business hours and staff will be able to make the change for you.