# INSTRUCTIONS FOR ACCESSING STUDENT INFORMATION ON OLSIS

Below, you will find a guide on how to access your grades, account balance and concise student schedule on WVU Parkersburg's student portal **OLSIS**. You will need to complete the FindMyID process to obtain the login information.

**To log into your OLSIS account:**
Go to wvup.edu/olsis.
Enter your User ID, which is the first part of your WVU Parkersburg email, and your password, which is the same as your WVU Parkersburg email's password.

**If you are having issues logging on, please go to wvup.edu/it and select "OLSIS HELP."**

# FIND YOUR GRADES

1. Log into your OLSIS account.
2. Select "View Grades" on the Student Records Menu.

   Please refer to the WVU Parkersburg Academic Calendar at **wvup.edu/academic-calendars** to see the dates for Midterm and Final Grades posting for the current semester.

3. Select the current term and then "Submit."

If your current courses do not have grades posted in OLSIS yet, you can check them through the My Results tab on Blackboard or contact your instructor.

# FIND YOUR ACCOUNT BALANCE

1. Log into your OLSIS account.
2. Select "Account Detail for Term."
3. Select the current term and then "Submit."

Please contact the Business Office at 304.424.8223 with any questions about your balance.

# FIND YOUR CONCISE STUDENT SCHEDULE

1. Log into your OLSIS account.
2. Select "Registration" on the Student Services Menu.
3. Select "View Registration Information" on the Registration Menu.
4. Select the current term to view your schedule

All courses you are enrolled in will be listed on the Concise Student Schedule.

If you have any questions about your schedule, please contact the Early College Team at 304.424.8237.

# FIND MY DEGREE

1. Log into your OLSIS account.
2. Select "Student Profile" on the Student Records Menu.
3. Under your picture and name, select "MyDegree (DegreeWorks)" to view your degree.

For more information or assistance, please contact earlycollege@wvup.edu.