

How to Create a New Student in VMIS with Minimum Data.

- Be sure you are logged in to the network with your Valencia user id and password.
- With Internet Explorer go to <http://dingo/vmis/>
- Make sure the student is not already in the system. Click Locate Id, enter the last name, and click search. This will list students by last name and birth date.
 - If the student is not in the system click cancel.
 - If the student is in the system you are done.
- Enter the Student Id Number (SSN).
- Enter the Last Name, First Name, and Middle Initial.
- Under Programs select the applicable program.
- Enter the Address, and if different, a Mailing Address.
- Enter Date of Birth.
- Click on Create Student.

The student will now be in the system and able to login.