



Office of Public Relations

## myUVI.net Website Account Setup

UVI has a partnership with Google to offer students, employees and student organizations web sites on the myUVI.net domain. After a student organization uploads content and gets the website approved by the organization's advisor, UVI's Directors of Student Activities will link to that page from UVI's student organization webpages. Employees directory profiles may include a link to professional websites.

### myUVI.net Website Account Setup:

A Google e-mail account must first be assigned by UVI's Information Technology Department.

1. Contact UVI's Information Technology Help Desk by calling (340) 693-1466 or emailing [helpdesk@uvi.edu](mailto:helpdesk@uvi.edu).
2. Ask IT to set up a myUVI.net email account for your student club or organization
3. Select an email address/password combination.

For example, the Psychology Club should request a username of psychology\_club

Username: psychology\_club

Email address: [psychology\\_club@myuvi.net](mailto:psychology_club@myuvi.net)

Website address: [https://sites.google.com/a/myuvi.net/psychology\\_club](https://sites.google.com/a/myuvi.net/psychology_club)

4. To access the Google app to design your website, sign in at <http://www.google.com/a/myuvi.net>, <http://myuvi.net>, or <http://www.gmail.com> using your organization's new username and password.
  - a) Under "Your services" select "Sites"
  - b) Select "Create new site" button
  - c) Follow the prompts...

UVI logo, wordmark and other branding files are available at

<http://www.uvi.edu/administration/institutional-advancement/public-relations/graphics.aspx>

5. The student organization's advisor should email the Director of Student Activities a link request with the student organization's new url (website address). Faculty should submit his/her new url online at <http://www.uvi.edu/directory/profiles/eform.aspx>.

### Tips for Getting Started:

- Google Help: <http://sites.google.com/support/?hl=en>
- Create site video tutorial: [http://www.youtube.com/watch?v=F1B\\_q\\_EiVHI](http://www.youtube.com/watch?v=F1B_q_EiVHI)
- Edit site video tutorial: <http://www.youtube.com/watch?v=HW3OEILs8E&feature=related>
- Change appearance video tutorial: <http://www.youtube.com/watch?v=DKXFDdwLLgA&feature=related>

### Other myUVI.net Websites:

- Center for Complementary and Alternative Medicine - <https://sites.google.com/a/myuvi.net/ccam/>
- Dr. David Smith's Physics Curriculum - <http://sites.google.com/a/myuvi.net/uvi-webphysics/>
- Daniella Henry, Miss UVI '11-'12 - <https://sites.google.com/a/myuvi.net/miss-uvi/>
- Leann Pickering, Computer Science Alumna - <http://sites.google.com/a/myuvi.net/leann-pickering/>
- OneLove - <https://sites.google.com/a/myuvi.net/oneloveuvi/>