LOD Class Registration Portal: Create New Profile

1. Visit the Leadership and Organization Development Class Registration Portal at wvulod.augusoft.net

2. Select the Create a New Profile button.

   Please note that this is a unique password for this site and not associated with your WVU single sign on (SSO), therefore it will not change your password that is used for computer login, email login, etc.
3. Select **Submit** to create a Student Profile.

4. Fill out **Step1**, including all required fields.

Please enter your **WVU username** (what you use to authenticate with SSO) in the Blackboard Learn Username field.
This important field allows you to access eLearning classes.
5. Fill out Step 2, including all required fields.

Select the best option that describes you from the dropdown.

6. Fill out Step 3, including all required fields.

7. Click Submit when finished completing the fields.

NOTE: You will receive a Student Profile Notice email from LOD about creating your profile.
LOD Class Registration Portal: Create New Profile
Frequently Asked Questions (FAQ)

Error or Another Profile Notice

If you receive an Error or Another Profile Notification, you might have an account that has been already created on your behalf to track your previous class attendance and completions. Some examples are below and if when you should consider contacting LOD.

Two Accounts Notification:
  o Two screens will pop up to ask for your verification if the accounts match.
    ▪ If accounts match based on the information given, merge the accounts.
    ▪ If accounts do not match based on the information given, do not merge the accounts.
  o Reach out to lod@mail.wvu.edu
    ▪ If you believe you should have gotten the Two Accounts Notification
    ▪ If you received a “Set Up Error” notification
    ▪ Questions about this process
    ▪ Moving transcripts to the new account

Updating Your Profile

Upon gaining access to your account for the first time, we recommend that you edit your profile by carefully reading through all three steps of the profile process. Once you have reviewed the information for accuracy and completed all required fields, click the Submit button.

If any changes occur that could impact your Profile, sign in to LOD Class Registration Portal to update your Student Profile. Scroll down the left side menu to “My Profile” and click to open and edit necessary fields.

Questions

If you have questions, contact lod@mail.wvu.edu.