

# LOD Class Registration Portal: Create New Profile

1. Visit the Leadership and Organization Development Class Registration Portal at [wvulod.augusoft.net](http://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.*

**West Virginia University**  
LEADERSHIP AND ORGANIZATION DEVELOPMENT

search for a class... **GO**

You are not logged in. [LOGIN/CREATE ACCOUNT](#) [VIEW CART \(0\)](#)

**BROWSE**

- ALL CLASSES
- CLASS CATALOGS
  - LIVE CLASSES (WEBINAR/CLASSROOM)
  - ONLINE SELF-PACED CLASSES (ELEARNING/RECORDING)

**LAST VIEWED**

### Welcome WVU People Leaders and Staff!

As part of WVU's Division of Talent and Culture, the **Leadership and Organization Development** unit (LOD) invites you to participate in a variety of learning and development opportunities to help you meet your professional development goals. This platform is a way for you to self-manage your training needs to help reach your professional growth goals.

You are now able to:

- browse a full list of class offerings
- enroll in the topics that interest you most
- add your name to a waiting list
- print proof-of-completion certificates
- view your completed class transcript and more

**Sign In**

Enter your **WVU email address as your username** and enter the non-WVU password you set when creating your profile.

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

**Sign In**

**First Time User**

New to the LOD Class Registration Portal?

Click [Create New Profile](#) to enter your information.

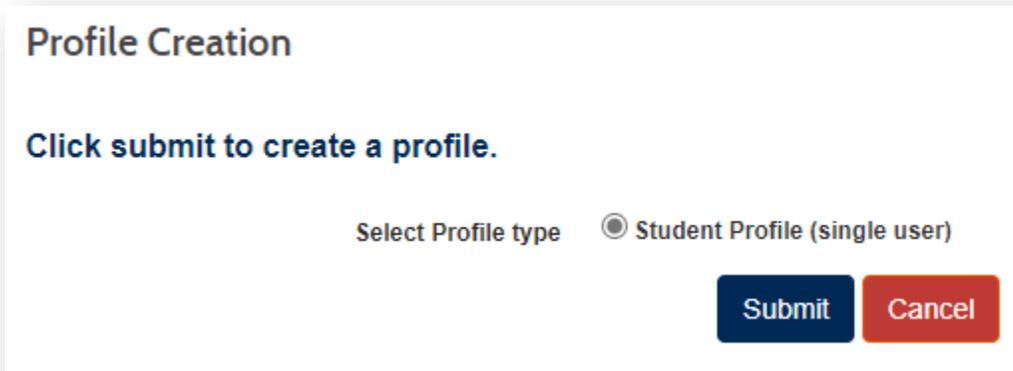
**Create New Profile**

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West Virginia University is committed to the acquisition, retention, and development of a first-class workforce.

Powered By Lumina

**BACK TO TOP**

3. Select **Submit** to create a Student Profile.



**Profile Creation**

Click submit to create a profile.

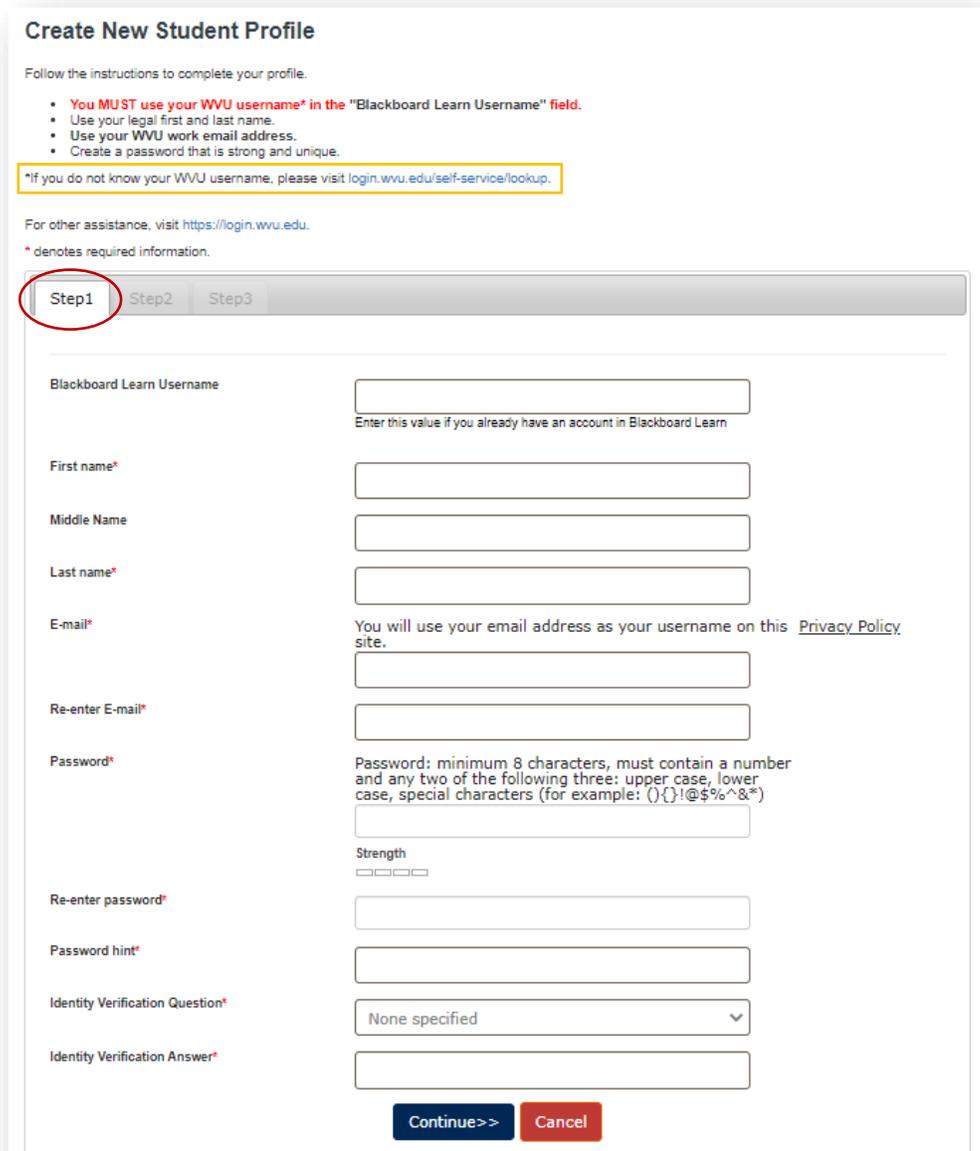
Select Profile type  Student Profile (single user)

**Submit** **Cancel**

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.



**Create New Student Profile**

Follow the instructions to complete your profile.

- You **MUST** use your **WVU username\*** in the "Blackboard Learn Username" field.
- Use your legal first and last name.
- Use your WVU work email address.
- Create a password that is strong and unique.

\*If you do not know your WVU username, please visit [login.wvu.edu/self-service/lookup](https://login.wvu.edu/self-service/lookup).

For other assistance, visit <https://login.wvu.edu>.

\* denotes required information.

Step1 Step2 Step3

**Blackboard Learn Username**  
Enter this value if you already have an account in Blackboard Learn

**First name\***

**Middle Name**

**Last name\***

**E-mail\***  
You will use your email address as your username on this [Privacy Policy](#) site.

**Re-enter E-mail\***

**Password\***  
Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: !@#\$%^&\*)

**Strength**  
□□□□

**Re-enter password\***

**Password hint\***

**Identity Verification Question\***  
None specified

**Identity Verification Answer\***

**Continue>>** **Cancel**

5. Fill out **Step2**, including all required fields.

**Update Student Profile**

Follow the instructions to complete your profile.

- **You MUST use your WVU username\* in the "Blackboard Learn Username" field.**
- Use your legal first and last name.
- **Use your WVU work email address.**
- Create a password that is strong and unique.

\*If you do not know your WVU username, please visit [login.wvu.edu/self-service/lookup](http://login.wvu.edu/self-service/lookup).

For other assistance, visit <https://login.wvu.edu>.

\* denotes required information.

Step1 **Step2** Step3

Position Title\*

Which of the following best describes your role?\*

Immediate Supervisor\*

Campus Location\*

Select your College/Unit/Campus?\*

Submit Continue>> Cancel

Select the best option that describes you from the dropdown.

6. Fill out **Step3**, including all required fields.

**Update Student Profile**

Follow the instructions to complete your profile.

- **You MUST use your WVU username\* in the "Blackboard Learn Username" field.**
- Use your legal first and last name.
- **Use your WVU work email address.**
- Create a password that is strong and unique.

\*If you do not know your WVU username, please visit [login.wvu.edu/self-service/lookup](http://login.wvu.edu/self-service/lookup).

For other assistance, visit <https://login.wvu.edu>.

\* denotes required information.

Step1 Step2 **Step3**

Phone\*

Mobile 999-999-9999 EXT

Primary Address

Primary Address Type\*

line 1 > Address\*

line 2 > Address

City\*

State\*

Zip\*

Zip+4

Secondary Address

Same as Primary Address

Secondary Address Type

line 1 > Address

line 2 > Address

City

State

Zip

Zip+4

Mail preference

May we include you on our mailing lists?

Yes  No

Submit Cancel

7. Click **Submit** when finished completing the fields.

**NOTE:** You will receive a **Student Profile Notice** email from LOD about creating your profile.

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## 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:

- 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.
- Reach out to [lod@mail.wvu.edu](mailto: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](mailto:lod@mail.wvu.edu).