



Divine Word University (DWU)

Student Guide to Accessing VUP and Viewing Transcripts

Centre for Learning and Teaching
Divine Word University
Madang

2024

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1. Introduction

Welcome to the Divine Word University Student VUP Guide. This manual will help you navigate the Virtual University Portal (VUP) and access your academic transcripts.

Follow the steps carefully to ensure a smooth experience.

2. Accessing the DWU VUP Portal

- **Open Your Web Browser:**

Use any standard web browser such as Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge.

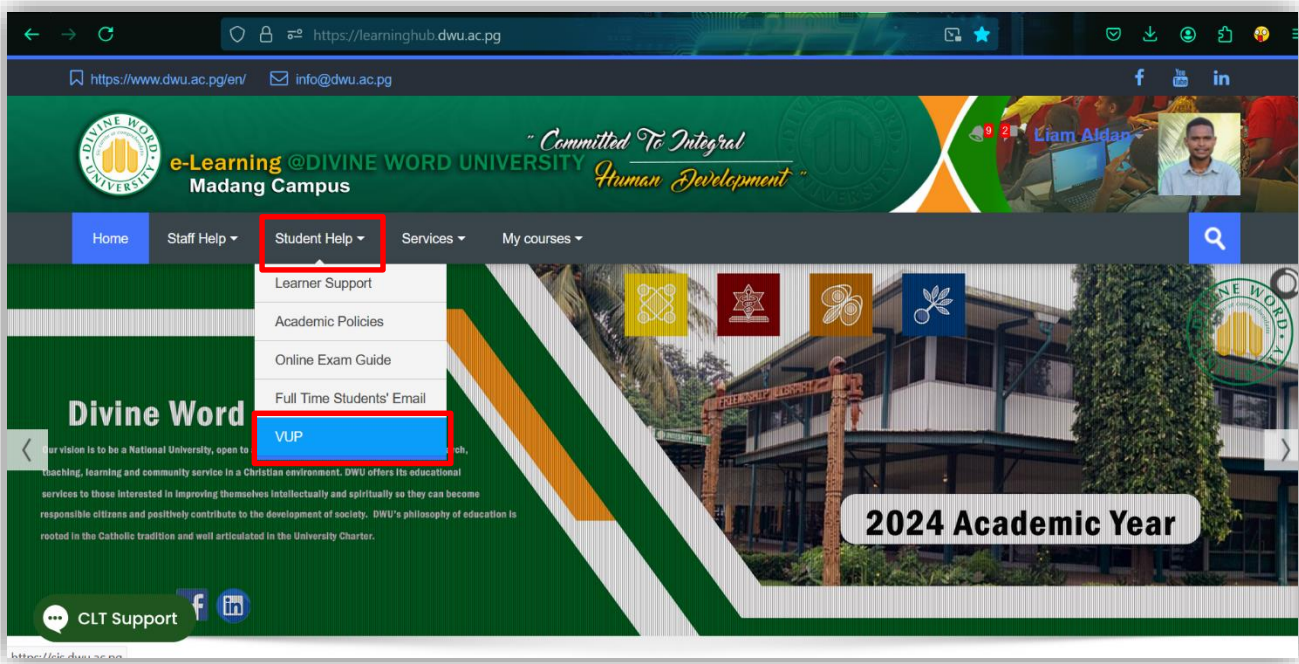


- **Visit the DWU Moodle Home Page:**

Enter the following URL into your browser's address bar: <https://learninghub.dwu.ac.pg>

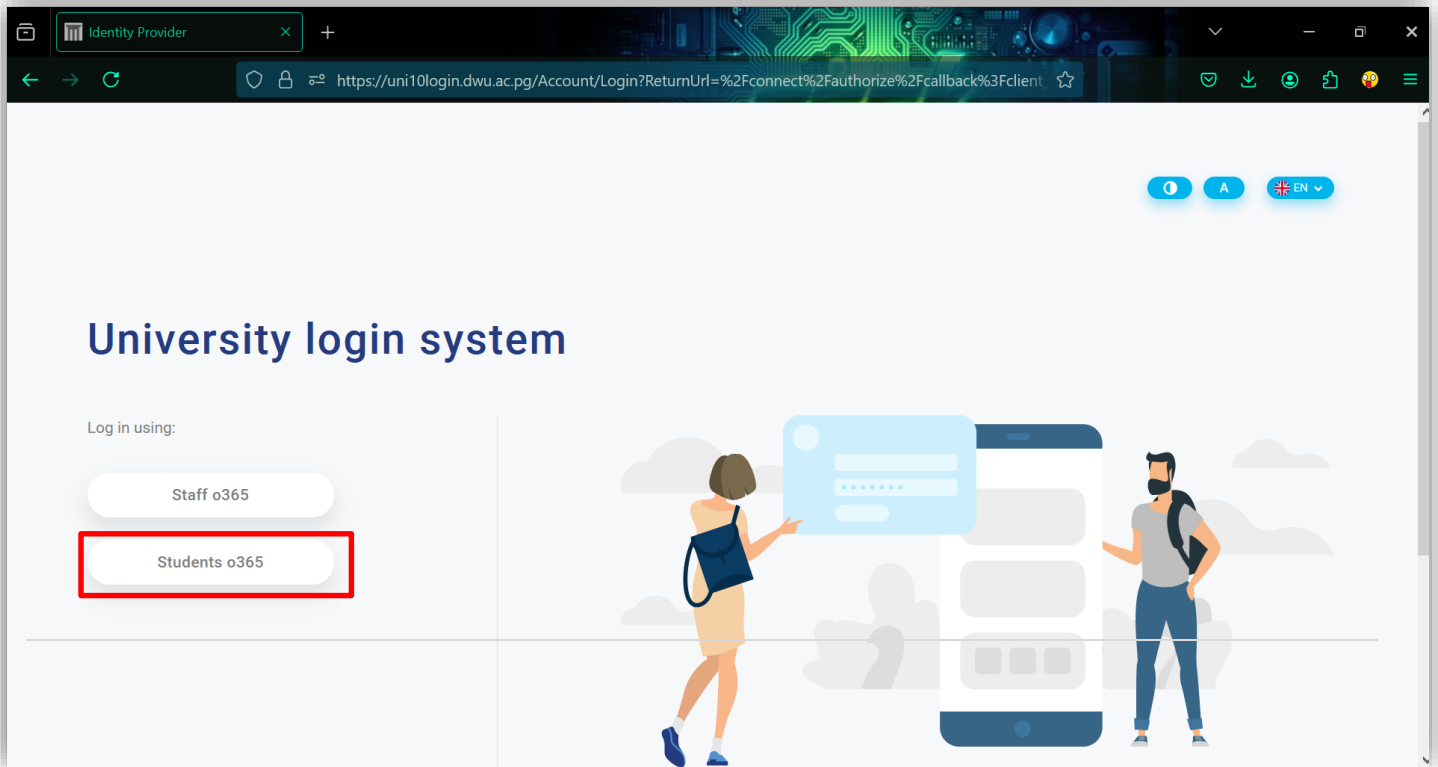
- **Navigate to VUP:**

Hover the cursor on "**Student Support**" from the drop-down list, then select "**VUP**".

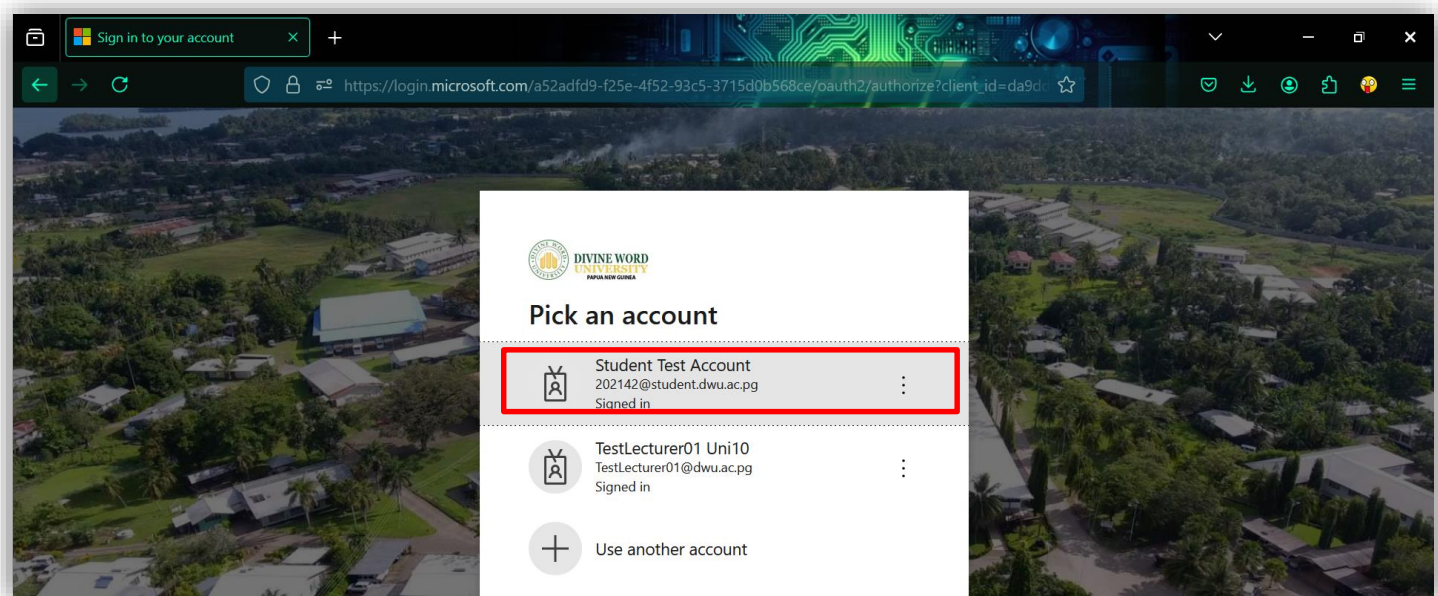


3. Logging into Your Account

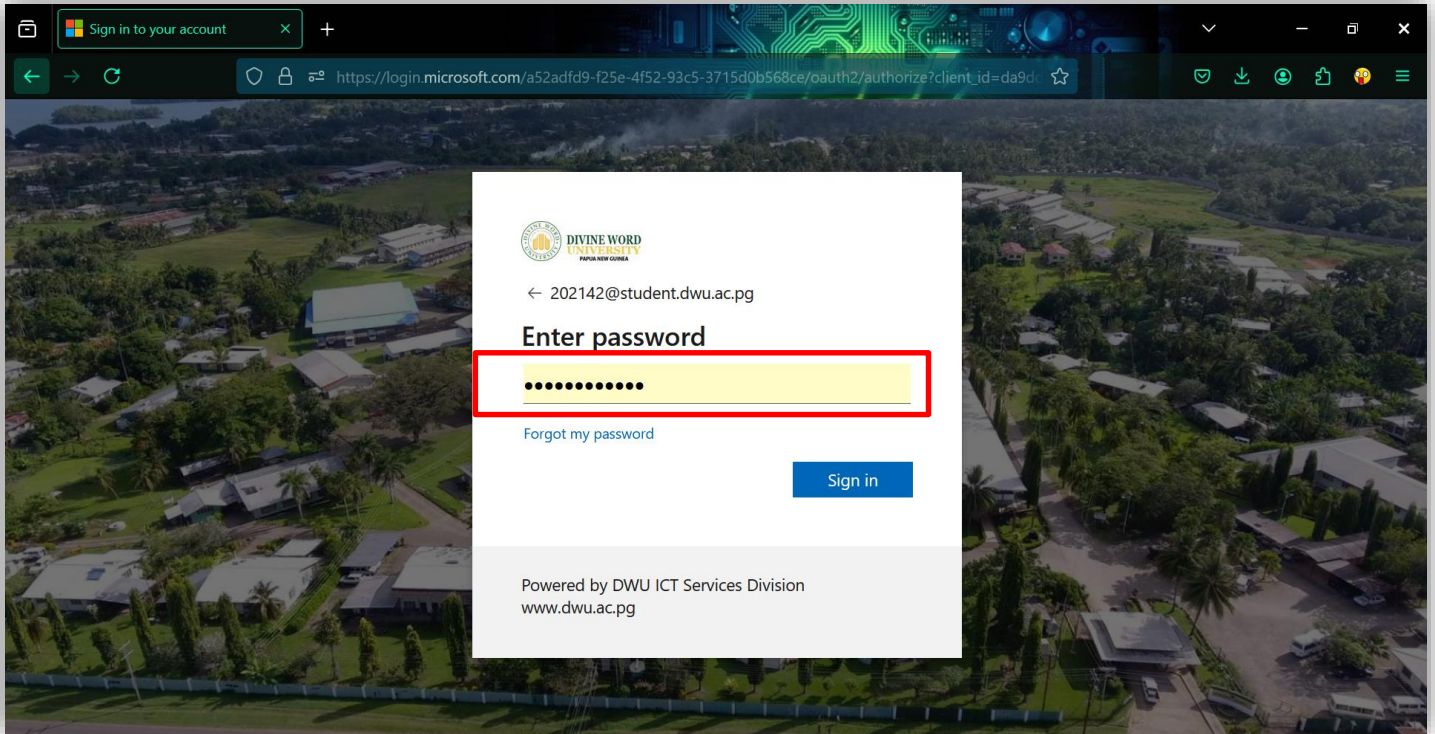
- **Select Student O365:**
On the VUP page, click on "**Student O365**" to log in as a student.



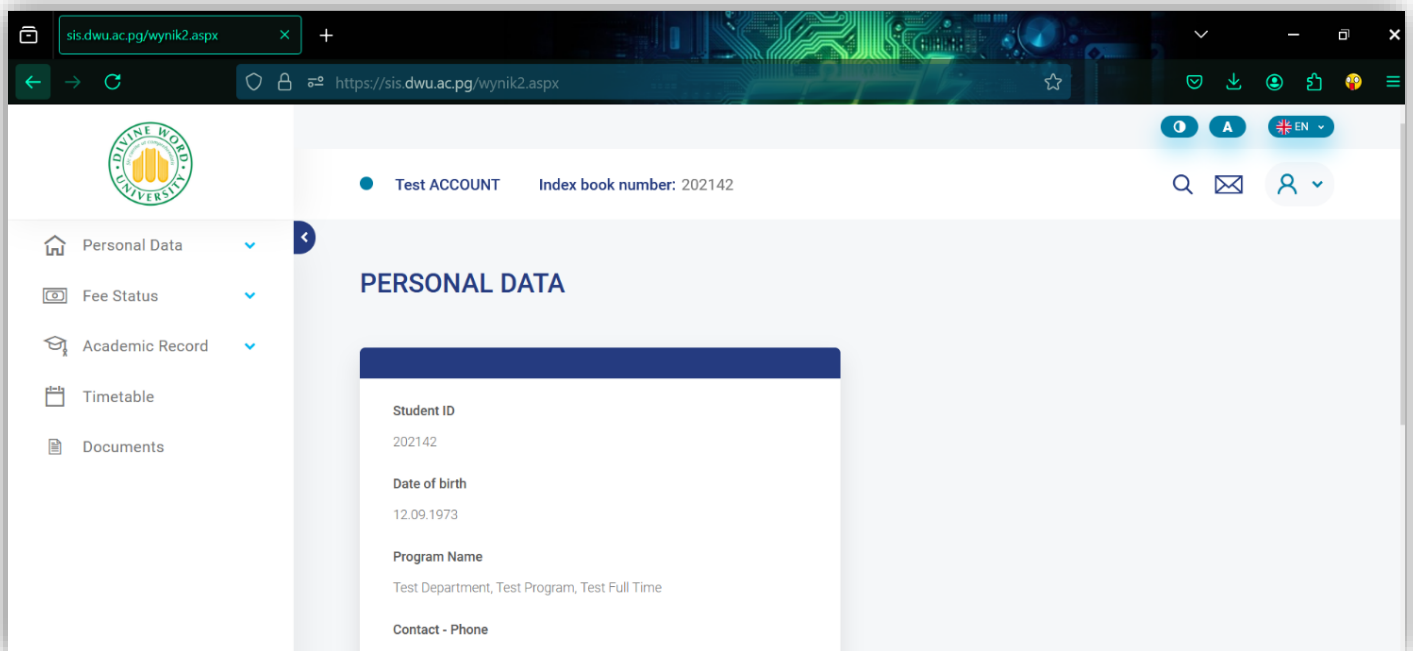
- **Select Your Email:**
Choose your DWU student email account.



- **Enter Your Password:**
Enter the password associated with your student email account and click “**Sign in**”.

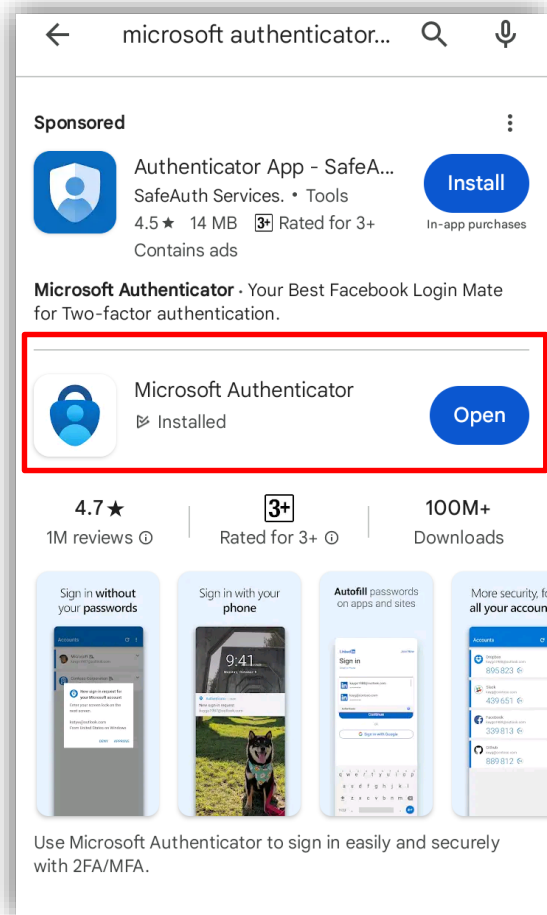


- **Complete the Login Process:**
After entering your credentials, you will be redirected to the VUP dashboard



4. Security Verification for First-Time Login

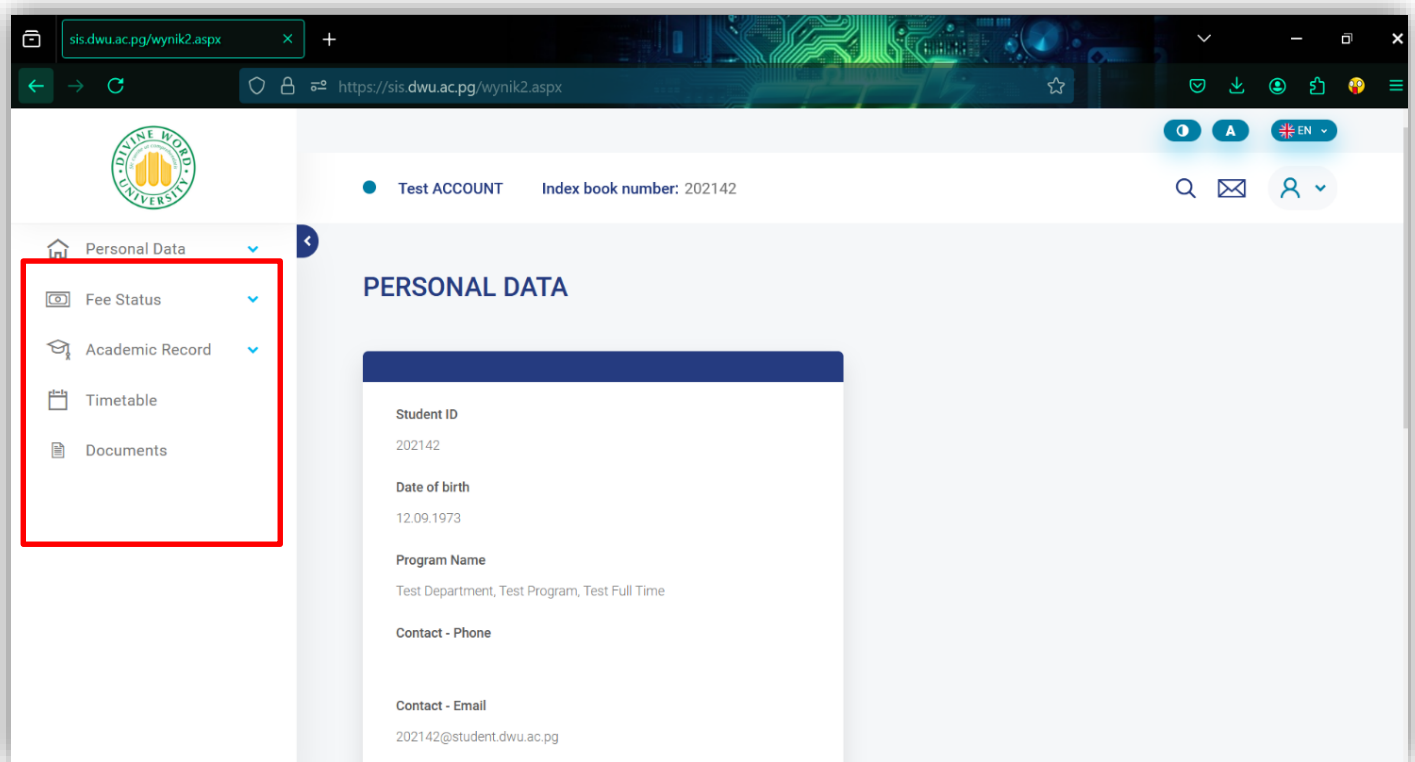
- **First-Time Login Security Verification:**
If you are logging in for the first time, you will need to complete a security verification process.
- **Download Microsoft Authenticator App:**
Download the Microsoft Authenticator app from the Play Store on your Android phone.



- **Sign into Your Student Email Account:**
Open the Microsoft Authenticator app and sign into your DWU student email account.
- **Complete the Verification Process:**
Follow the prompts to complete the security verification. This is a one-time process.
- **Future Logins:**
In the future, when accessing VUP, you will directly log in without needing to go through the security verification again.

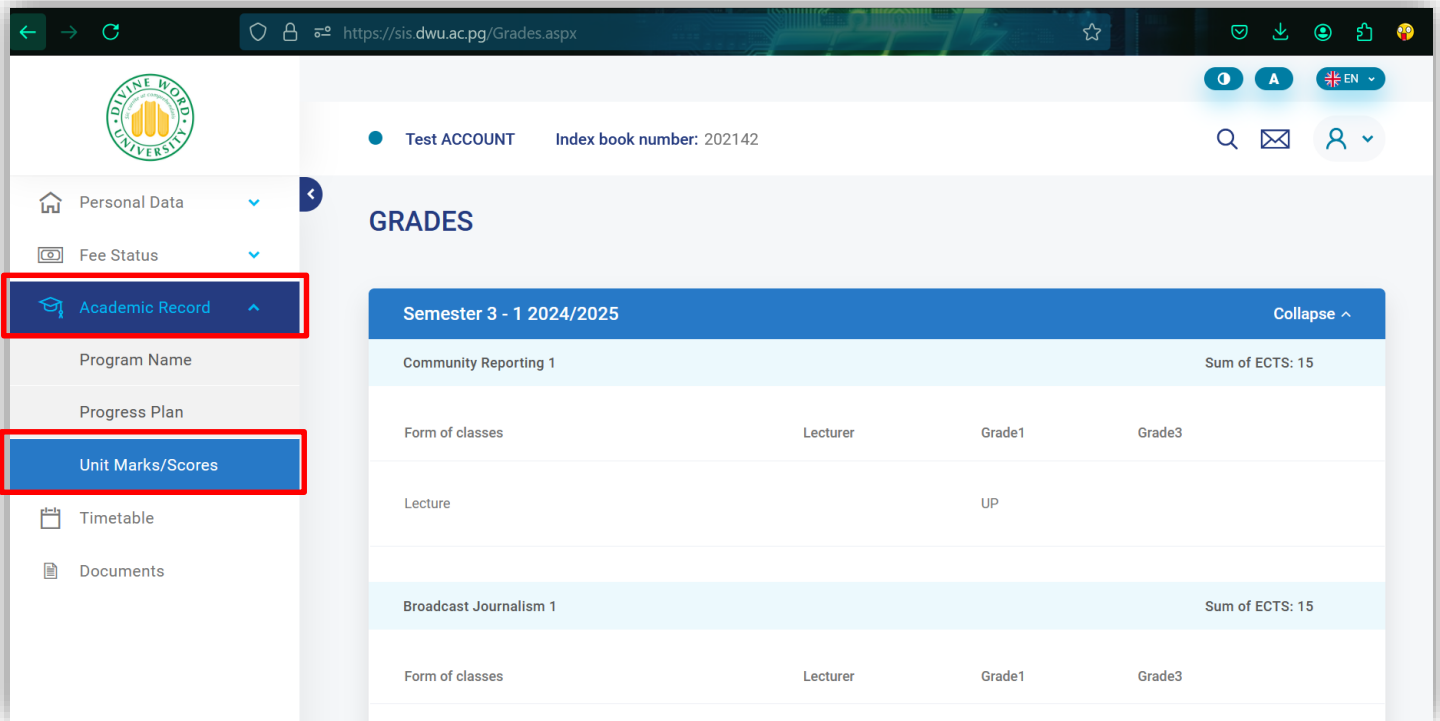
5. Navigating the VUP Portal

- **Dashboard:**
Upon successful login, you will be directed to the dashboard, which provides an overview of your academic information.
- **Menu Navigation:**
Use the menu on the left-hand side to navigate to different sections of the portal, including "Personal Data," "Fee Status," "Academic Record," "Timetable" and "Documents".



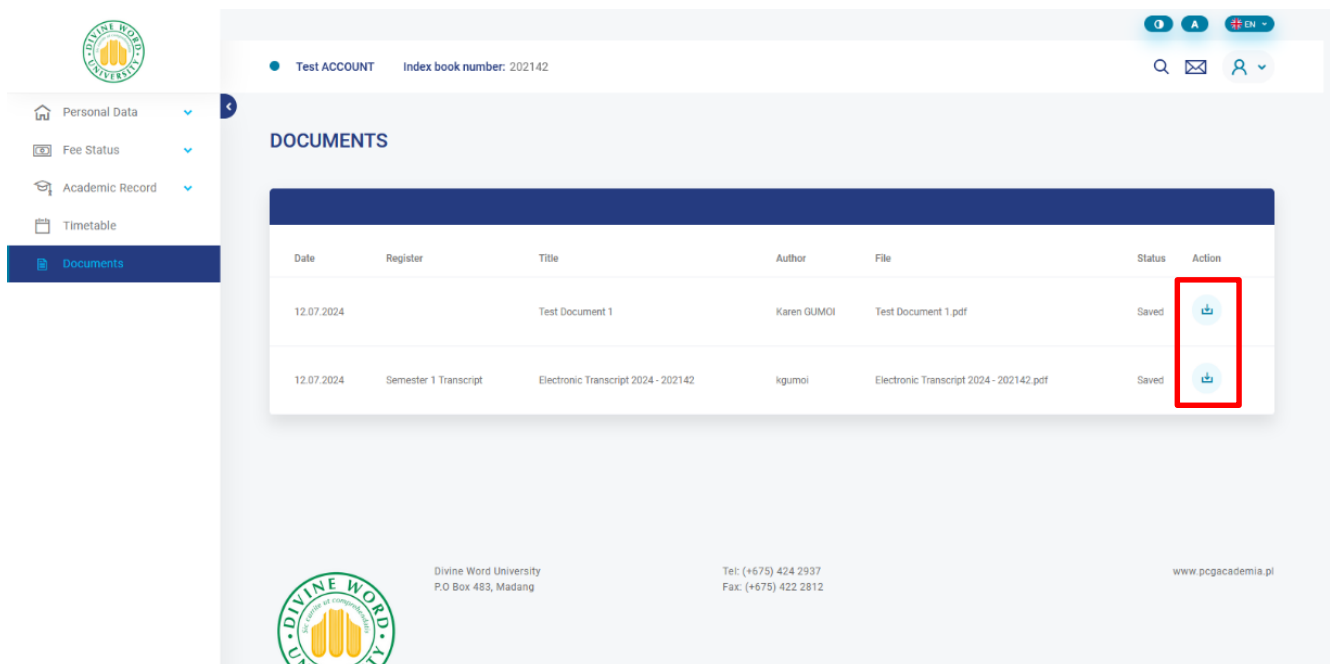
6. Viewing Your Transcript

- **Access the Results Section:**
From the dashboard, click on the “**Academic Record**” option in the left-hand menu. Select “**Unit Marks/ Score**”. You should be able to view your updated results



The screenshot shows the 'GRADES' page for 'Test ACCOUNT' with 'Index book number: 202142'. The left-hand menu has 'Academic Record' and 'Unit Marks/Scores' highlighted with red boxes. The main content area displays a table for 'Semester 3 - 1 2024/2025' with columns for 'Form of classes', 'Lecturer', 'Grade1', and 'Grade3'. The table lists 'Community Reporting 1' and 'Broadcast Journalism 1', both with a 'Sum of ECTS: 15'.

- **Download Your Transcript**
To download, go to "**Document**" on the dashboard, go to "**Action**," and click "Download."



The screenshot shows the 'DOCUMENTS' page for 'Test ACCOUNT' with 'Index book number: 202142'. The left-hand menu has 'Documents' highlighted with a red box. The main content area displays a table with columns for 'Date', 'Register', 'Title', 'Author', 'File', 'Status', and 'Action'. The table lists two documents: 'Test Document 1' and 'Electronic Transcript 2024 - 202142'. The 'Action' column for both documents has a download icon highlighted with a red box.

- **Electronic copy of the transcript**

Electronic Transcript

Test ACCOUNT

Test Program

Continuing

Printed: 12/07/2024
 Admission Year: 2024
 Student ID: 202142

	Credit Points	Mark	Grade		
2024 - Year 2 - Semester 1					
CA222 Community Reporting 1	15	59	UP		
CA224 Broadcast Journalism 1	15	86	HD		
CA227 Media and Society	15	75	D		
IS209 Internet Applications	15	50	P		
Semester Credit Points Passed	60	Semester GPA 3			
Semester Credit Points Attempted	60				
Year 2 Credit Points Passed	60	Year 2 GPA 3			
Year 2 Credit Points Attempted	60				
<hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"> Cumulative Credit Points Passed: 60 Cumulative Credit Points Attempted: 60 </td> <td style="width: 50%; text-align: center;"> Cumulative GPA: 3.00 </td> </tr> </table> <hr/> <p style="text-align: center;">End of Transcript</p> <hr/> <p style="text-align: center;">This is an electronic copy of your Transcript. Official transcripts are available on request at the Registrar's Office</p>				Cumulative Credit Points Passed: 60 Cumulative Credit Points Attempted: 60	Cumulative GPA: 3.00
Cumulative Credit Points Passed: 60 Cumulative Credit Points Attempted: 60	Cumulative GPA: 3.00				

7. Troubleshooting and Support

- **Technical Issues:**
 For any technical issues, contact the DWU IT Support team:
Email: mcicthelpdesk@dwu.ac.pg
- **Academic Records Issues:**
 For issues related to your academic records or transcripts, contact the DWU Registrar's Office:
Email: mcregistration@dwu.ac.pg