

The image shows the exterior of a modern building, identified by the text as the VTC SOM Hokie Spa. The building features a mix of architectural styles, including a large curved glass facade on the left, a central brick section with a glass-enclosed stairwell, and a stone-clad base. A wide set of stairs leads up to the entrance. The sky is clear and blue.

VTC SOM Hokie Spa Guide

Hokie SPA

www.hokiespa.vt.edu

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Welcome to the Virginia Tech Student, Faculty, Employee and Alumni Information Gateway

Normal Hours of Operation are from 7:30 AM until 3:00 AM Daily. Please enter your PID and your password. When finished, click Login. By logging in with your PID and password you agree to abide by the terms and conditions of the Virginia Tech Policy: [Acceptable Use of Information Systems](#)

If you need to create a PID, please use the [PID Generation Tool](#)

Once logged in, you will see a menu corresponding to your role as a student, faculty, employee or alumnus.

When you are finished, please Exit and close your browser to protect your privacy.

Login to HokieSpa >>>

[[VT Alerts](#) | [Timetable of Classes](#) | [Undergraduate Admissions](#) | [Graduate Admissions](#) | [Faculty Online Credential System](#)]

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Login with PID

Username

Password

[I forgot my username or password.](#)

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Login with 2-Factor



[What is this?](#)

[Add a new device](#)

[My Settings & Devices](#)

[Need help?](#)

Powered by Duo Security

Device: Landline (XXX-XXX-4273)

Choose an authentication method



Call Me

Call Me



Enter a Bypass Code

Enter a Bypass Code



Remember me for 7 days

[VT Alerts](#)

Virginia Tech's notification system, comprised of a variety of methods by which the university can contact students, faculty, and staff.

[Hokie PLUS](#)

View and update your address(es) and phone number(s), View e-mail address(es). View and update emergency contact information. View name change & social security number change information. Change your password.

[Hokie Team](#)

Benefits, job data, paystubs, direct deposit enrollment or changes, W2 forms, W-4 and VA-4 data, leave balances, and Performance Management.

[Hokie Spa](#)

Register, View your Academic and Financial Aid records.

[Timetable of Classes](#)

[Undergraduate Admissions](#)

Apply for Undergraduate Admission. ([Opens in new browser to external Web Site](#))

[Graduate Admissions](#)

File an application for admissions; Review existing applications, their status, and the status of supporting requirements. ([Opens in new browser](#))

[University Account Information](#)

•View and Pay e-Bill •Add an Authorized Payer •Enroll or Adjust Direct Deposit Information •Enroll in the Budget Tuition Plan
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[Faculty Online Credential System](#)

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Hokie PLUS Main Menu

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[Confidentiality Options](#)
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[Update Address\(es\) and Phone\(s\)](#)
[View E-mail Address\(es\)](#)
[Update Alumni E-mail Address\(es\)](#)
[View Emergency Contacts](#)
[Update Emergency Contacts](#)
[Name Change Information](#)
[Social Security Number Change Information](#)

Use this link for information on changing your PID password or setting up email forwarding.

The university will use your VT email address to contact you.
Please be sure to check this account frequently or set up email forwarding so you receive important messages.

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[Name Change Information](#)

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Use these links to view your addresses and phone numbers that are on file with VT and update them if necessary.

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Select Address to Update

Note to current and former employees: **You must have an active mailing address to receive your W2.**

*If you are changing your mailing address and you are a **salaried employee eligible for benefits** (health insurance, life insurance, retirement, etc.), you must also notify the state's benefit system of the change by logging on to Employee Direct (<https://edirect.virginia.gov>) or by contacting the VT Human Resources Service Center at 1-9331 or perserv@vt.edu.*

 Click here for [Address Style Formats](#) for adding the street address to your Office/Work Address.

Click here for [Address Instructions](#) or [Visibility of Personal Data](#) or [Confidentiality Options](#) or [Explanation of Address Types](#).

Employees and Students may now suppress address information using the Confidentiality Options on Hokie Plus.

Addresses and Phones

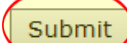
Mailing Address	Phones
Current: 06/18/13 to (No end date) Office of the University Bursar (MC 0143) Student Services Building, Suite 150, Virginia Tech 800 Washington Street SW Blacksburg, Virginia 24061 Montgomery County United States	Primary: 540-2316277

Permanent Street Address	Phones
Current: 06/18/13 to (No end date) Office of the University Bursar (MC 0143) Student Services Building, Suite 150, Virginia Tech 800 Washington Street SW Blacksburg, Virginia 24061 Montgomery County United States	Primary: 540-2316277

Click on the blue links to update information.


VT will mail correspondence including paper checks to the **permanent** address on file.

Type of Address to Insert:



To add a new address type, select one from the drop down menu and click submit.

Update Address and Phones

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Click here for [Address Style Formats](#) for adding the street address to your Office/Work Address.

Office/Work Address

Valid From This Date:MM/DD/YYYY	<input type="text" value="06/18/2013"/>
Until This Date:MM/DD/YYYY	<input type="text"/>
Address Line 1:	<input type="text" value="Office of the University Bursar (MC 0143)"/>
Address Line 2:	<input type="text" value="Student Services Building, Suite 150, Virginia Tech"/>
Address Line 3:	<input type="text" value="800 Washington Street SW"/>
City:	<input type="text" value="Blacksburg"/>
State or Province:	<input type="text" value="Virginia"/>
ZIP or Postal Code:	<input type="text" value="24061"/>
County:	<input type="text" value="Montgomery County"/>
Nation:	<input type="text" value="United States"/>
Delete this Address:	<input type="checkbox"/>

Make any necessary changes and select submit to save them.

Primary Phone Number For This Address:

Area Code	Phone Number	Extension		International Access Code and Phone Number	Unlisted
<input type="text" value="540"/>	<input type="text" value="2316277"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.		International Access Code and Phone Number	Delete
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>


Hokie SPA Menu Tab

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Attention --> [Read about your RESPONSIBILITIES as a student](#)

[Hokie SPA Tutorial \(Help in understanding navigation\)](#) (opens new window)

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- NEW!** [V.A. Enrollment Certification Form](#)
G.I. Bill students: complete the Certification Form each semester that you want to use your VA Educational Benefits.
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Add/Change Individual Dining Plan, View Housing Assignment
-  [Personal Information](#)
View and Update your address(es), phone number(s), view e-mail address(es). View and update emergency contact information.
View name change information & social security number change information. Change your password.
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New Freshmen, Transfer, and International students should complete these essential steps toward enrollment by June 1st.
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Add/Change Individual Dining Plan, View Housing Assignment

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FERPA Disclosure

i **The Family Educational Rights and Privacy Act (FERPA)** requires that you authorize the university prior to release of any academic record information to a third party. Completion of the following online form allows you to approve disclosure of your academic record information to parent(s) and/or guardian(s). The disclosure will remain valid until you remove the authorization via the add/delete button. It is important that you create a 8 character PASS CODE (alpha numeric) to be shared with your parent and/or guardian. The parent/guardian must disclose the pass code to the appropriate university official prior to receipt of any of your academic record information.

PASSCODE FOR SELF: To allow departments and college offices to discuss your record over the phone with you, assign yourself a passcode. Provide passcode to staff when calling.

Tax Dependent? It is important to note that the Commonwealth of Virginia requires tax dependent students attending Virginia's colleges and universities to release academic record information to their parents. This requirement is allowable within the guidelines of FERPA. If you are a tax dependent of your parent or guardian, please denote that information by checking "YES" in the question column, "Are you a Tax Dependent?" Remember to complete the 8 character PASS CODE (alpha numeric) information as well.

Refer any questions relative to this process or laws should be directed to Wanda Hankins Dean, University Registrar, registrar@vt.edu.

[Return to Registration Status page](#)

Parent/Guardian/Other/Student Name		Relationship	Are you a tax dependent to this person?	Create Pass Code
First name	Last name	Father <input type="button" value="v"/>	Yes <input checked="" type="radio"/> No <input type="radio"/>	<input type="text"/>

Existing records:

Delete?

No

No

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[Pathways Planner](#)

First Step to Academic Degree Success Begins Here















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View current Direct Deposit status. Payroll, Student Refunds and other University reimbursements can be automatically deposited into your bank account
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Enter your Budget Tuition Application and pay BTP application fee online
-  [Graduate Students on an Assistantship: Enroll in Payroll Deduction](#)
Allows graduate students on an assistantship to enroll in payroll deduction for payment of their comprehensive fee and capital fee
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Authorize the use of Title IV Financial Aid for payment of miscellaneous charges such as fines and medical clinic fees
-  [Tax Notification](#)
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-  [Opt-Out of Receiving a Mailed 1098-T Tax Form](#)
Select how you would like to receive your 1098-T tax form
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-  [Tuition and Fees](#)
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Direct Deposit Maintenance for **Hokie Bird**

 Your direct deposit bank information is displayed as follows:

Current Direct Deposit Status lists your bank information that is effective now for your payroll and/or other payments

Pending Direct Deposit Information lists your most recent pending changes to your direct deposit information which will become effective on the indicated date(s).

You may make changes to these distributions by clicking on **Make Changes** at the bottom of this page.

The information you provide for Direct Deposit will not be shared by Virginia Tech with any outside organization or company.

Notice to all Direct Deposit participants: New banking regulations effective September 18, 2009 require Virginia Tech to obtain additional information for funds that are electronically deposited via Automated Clearing House (ACH) in a U.S. bank and then forwarded in entirety by "standing order" to a non-U.S. bank. Until this additional information can be obtained, payments of this nature must be paid by paper check or will be rejected by the ACH network.

If you currently forward, or in the future plan to forward, ACH payments to a non-U.S. bank; you should immediately inactivate or change your direct deposit information as displayed herein. **You need not take any action if you do not and will not forward ACH payments to a non-U.S. bank.**

Current Direct Deposit Status

Payroll Distribution

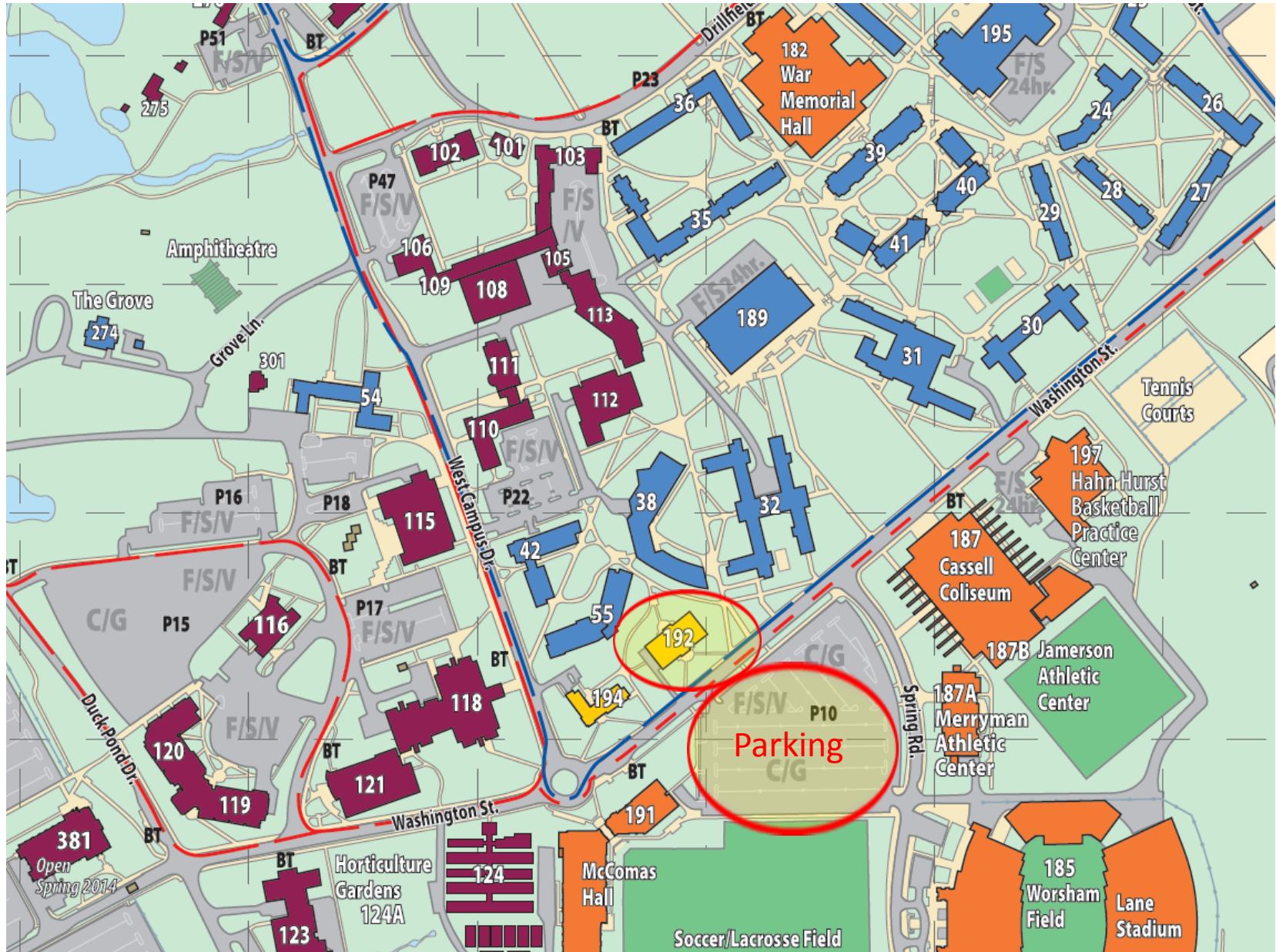
Bank Name	Routing Number	Account Number	Amount
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All Other VT Payments (Student Refunds, Travel Reimbursements, etc.)

Bank Name	Routing Number	Account Number
-----------	----------------	----------------

Bank	123456789	*****00
------	-----------	---------

The VT Bursar's Office is located at 800 Washington St SW, Blacksburg
Student Services Building, Suite 150



Points to Takeaway

- Important addresses to keep updated are billing (BI), mailing (MA), and permanent (PR).
- To discuss your account, a FERPA release and passcode is required for anyone other than the student (also encouraged for the student).
- Direct deposit is strongly recommended.
- If direct deposit is not used, it is important to cash any checks received in a timely manner.

Any Questions?

Virginia Tech Office of the University Bursar

Lauren Lawson, Gena Simmons, or Nina Wilburn

540-231-6277 bursar@vt.edu

Office of the University Bursar (0143)
Student Services Building, Suite 150, Virginia Tech
800 Washington St SW
Blacksburg, VA 24061