

Villa International High School
Single Sign-On (SSO) User Manual

For Students & Staff

sso.vihs.edu.mv

1. Introduction

Villa International High School (VIHS) uses a Single Sign-On (SSO) system to give you access to all school online services using one account. Instead of remembering separate logins for each system, you sign in once through the SSO portal and access everything from there.

This manual explains how to log in, reset your password, and what happens to your other accounts when you do.

1.1 Services Connected to Your SSO Account

Your single SSO account gives you access to the following services:

Service	Description
MyVIHS	Student portal — view your profile, registration, and school updates.
Dhasvehi	Learning Management System (Moodle) — access courses, assignments, and learning materials.
Email	Your official VIHS email account.
WiFi	Campus wireless internet access.
Library	Library system access for borrowing and resources.

2. Logging In

2.1 Accessing the SSO Portal

- Open your web browser and go to: <https://sso.vihs.edu.my>
- You will be asked to enter your username and password.
- Select the service you want to access (for example, Dhasvehi or MyVIHS).

2.2 Your Username

Your username depends on which stage you are at:

Stage	Username to Use
New Applicant (before enrollment)	Your email address, exactly as you provided it during application.
Enrolled Student (after registration)	Your Student ID (Registration ID), provided to you once your registration is complete.

Once your registration is complete, your username changes from your email address to your Student ID automatically. Make sure to use your updated Student ID for all future logins.

2.3 Your Password

When your account is first created, your default password is your National ID number, exactly as registered with the school.

Note: If this is your first time logging in, use your National ID number as your password. We strongly recommend changing it to something private and secure right after your first login (see Section 3).

3. Resetting Your Password

3.1 Who Can Reset a Student's Password

- Students can reset their own password.
- Staff members can also reset a student's password on their behalf, if needed.

3.2 How to Reset Your Password

- Go to <https://sso.vihs.edu.mv>
- Open the Password Reset page from the SSO portal.
- Follow the on-screen instructions to set a new password.
- Use your new password the next time you log in to any connected service.

3.3 Forgot Password

- Go to <https://sso.vihs.edu.mv> login page
- Click Forgot password at the bottom
- Provide your Student ID or Email
- Choose whether you would like to receive the new temporary password via email or SMS (you would need to enter the email/phone number again as you have provided before)
- Click “Request new password” button
- You will receive the new password via the selected channel
- Change your password once you login with the provided temporary password

3.4 What Happens When You Reset Your Password

Your SSO password controls access to all connected services. When you reset it:

- Your WiFi password is also reset.
- Your Library account password is also reset.
- Your Email account password is also reset.

Note: After resetting your password, please allow up to 5 minutes for the change to update across WiFi, Library, and Email systems before trying to log in to those services.

4. Accessing Each Service

4.1 MyVIHS (Student Portal)

MyVIHS is where you can view your student profile, registration details, and important school announcements.

- Log in through the SSO portal and select MyVIHS.
- Use your current username (email or Student ID, depending on your stage) and password.

4.2 Dhasvehi (Learning Management System)

Dhasvehi is the school's online learning platform, where you can find your courses, assignments, and learning materials.

- Log in through the SSO portal and select Dhasvehi.
- The first time you log in, you may need to click the Dhasvehi link a second time if the page does not load correctly. This is a known issue our IT team is working to resolve.

4.3 Email

Your official VIHS email account uses the same username and password as your SSO account. If you reset your SSO password, your email password updates automatically (allow up to 5 minutes).

4.4 WiFi

Connect to the school WiFi network using your SSO username and password. If you have recently reset your password, allow up to 5 minutes before connecting.

4.5 Library

Use your SSO username and password to log in to the library system for borrowing books and accessing library resources.

5. Troubleshooting & Support

5.1 Common Issues

Issue	What to Do
"Supplied credential is invalid" or login fails	Double check whether you should be using your email or Student ID as your username (see Section 2.2). If the problem continues, contact IT support.
WiFi/Library/Email not working right after a password reset	Wait at least 5 minutes after resetting your password before trying again.
Dhasvehi shows the public homepage instead of your dashboard on first try	Click the Dhasvehi link again from the SSO portal. This usually resolves on the second attempt.
Forgot your username	Contact your school administrator or IT support to confirm your current username.

5.2 Contact Support

If you continue to experience issues after trying the steps above, please contact the VIHS IT support team for assistance.