

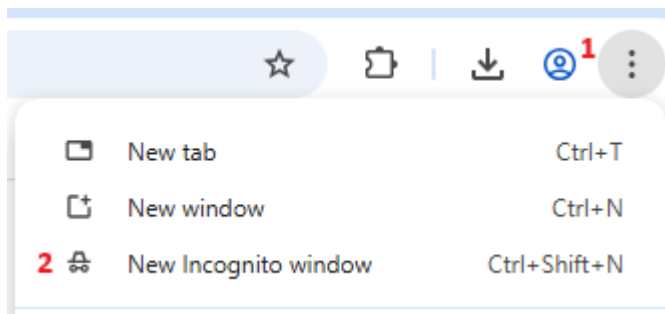
A Guide for students accessing Panoho

Step 1. Opening an incognito window in your browser

Using an **incognito** (or private) window ensures you start with a clean session, separate from any other Microsoft or University logins.

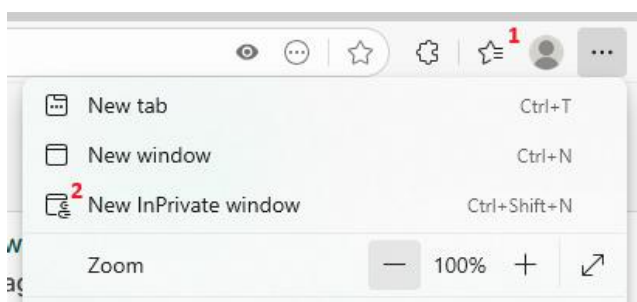
Google Chrome

1. Click the three dots **:** in the top-right corner of your browser.
2. Select **“New Incognito Window.”**



Microsoft Edge

1. Click the three horizontal dots **...** in the top-right corner of your browser.
2. Select **“New InPrivate window”**



Alternatively, use a shortcut (works in both browsers):

Windows: Ctrl + Shift + N

Mac: Command + Shift + N

Step 2. Accessing the Panoho system

Once you have your **incognito window** open, you can now access the **Panoho web application** using the link below.

Click the link below to open **Panoho** in your incognito window.

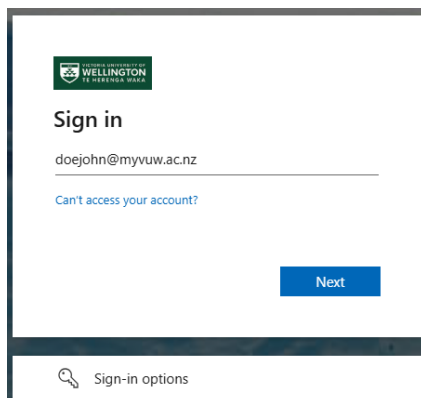
[Panoho — Candidate Research Management](#)

If the button above doesn't work, copy and paste the following URL directly into your browser's address bar (inside the incognito window): <https://vuw.haplo.prod-au.cayuse.com/do/cayuse-product-home>

Step 3. Signing in with Your Student Email Address

After opening the Panoho link in your **incognito window**, you'll be redirected to the **Microsoft login page**.

At this stage, you only need to enter your **student email address** (@myvuw.ac.nz) — *no password yet*.



Step 4. Signing in with Your Student Credentials

After entering your student email address, you'll be redirected to the **Victoria University of Wellington login page**.

This is where you'll sign in using your **student username** and **password**.

Your **username** is typically the part of your email *before the "@"*.

For example: If your email is **doejohn@myvuw.ac.nz**, your username will be **doejohn**

Te Herenga Waka-Victoria
University of Wellington

☐ Staff Login
☒ Student Login

Can't access your account?
- Students: [Click here](#)
- Staff: [Click here](#)

Troubleshoot — Why Isn't My Login Giving Me Access?

If you're unable to access Panoho after signing in, try the following checks:

1. Make sure you're using an incognito window

Panoho should always be opened in an incognito (or private) window to prevent Microsoft from signing you in with the wrong account.

→ Close all browser windows and reopen Panoho using the steps in **Step 1**.

2. Confirm you're using your student email address

Your email must end with **@myvuw.ac.nz** (for example: doejohn@myvuw.ac.nz).

3. Check your username format

When prompted for your University login, your **username** should be the part of your student email *before* the "@".

4. Clear any cached sessions

If you've previously logged in with a different Microsoft account, close all browser tabs and start again in a new incognito window.

5. Still having trouble?

First action: contact panoho@vuw.ac.nz to confirm you are **signing-in** with the correct email address.

Second action: Contact the University's **Digital Solutions Service Desk** for assistance.

Include a screenshot of the page where the login stops, and mention that you are trying to access **Panoho** via an **incognito window**.

Support Contact

For any issues with Panoho, please contact:

- **General Support:** panoho@vuw.ac.nz