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If you require more support with accessing NovoEd, please contact: novoed@vanderbilt.edu

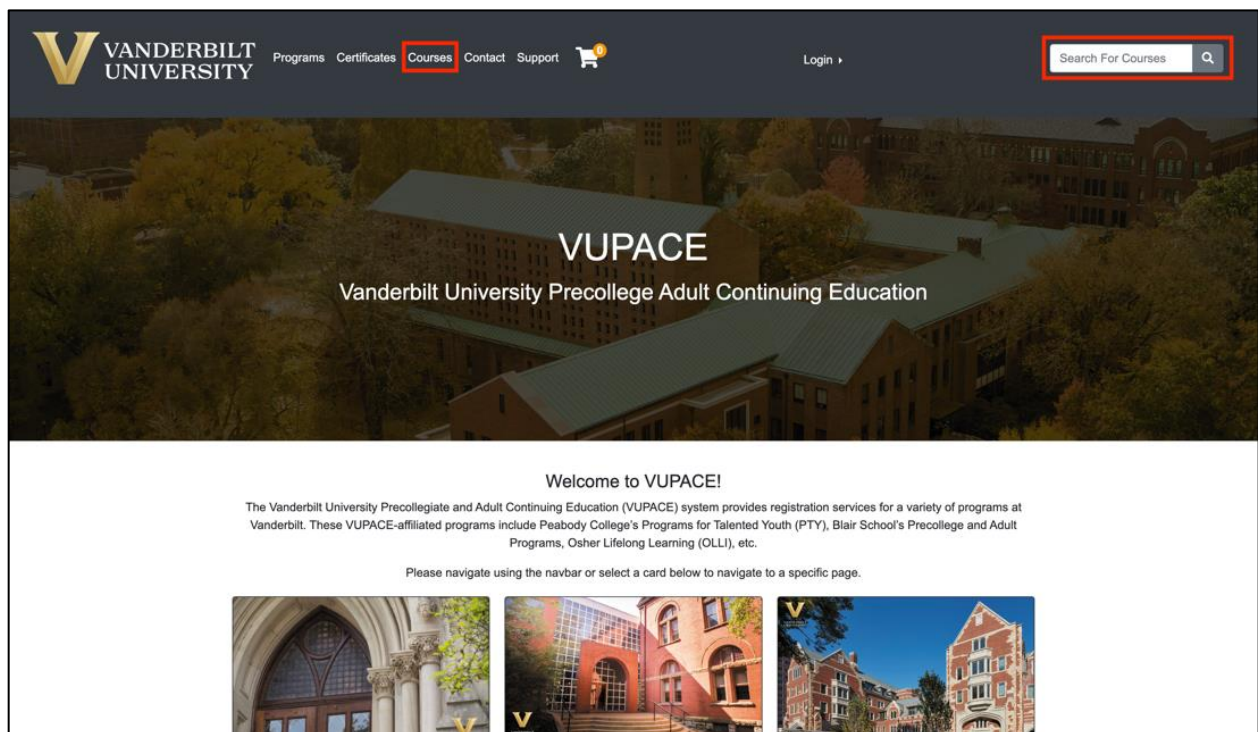
Accessing VUPACE

To enroll in a NovoEd course, you must navigate to [VUPACE](#). **If you have already been provided a registration link, skip to the Registration section.**

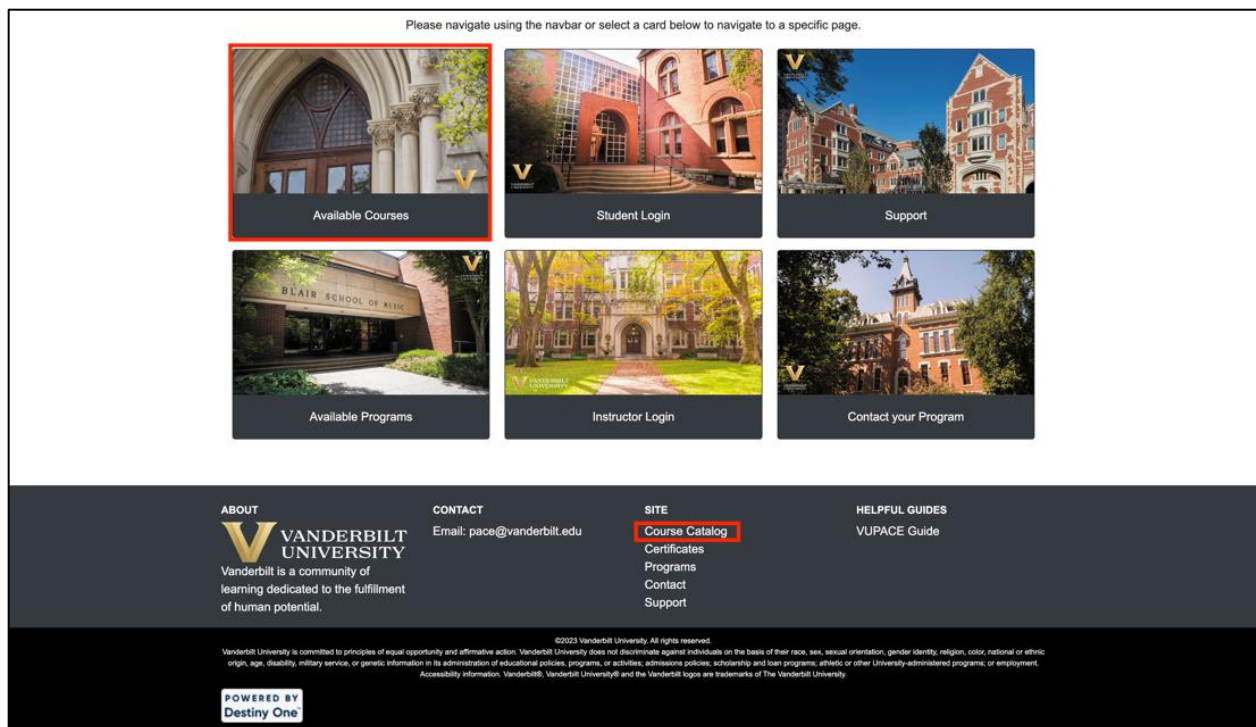
Searching for a Course

You can access the Course Search page by doing the following:

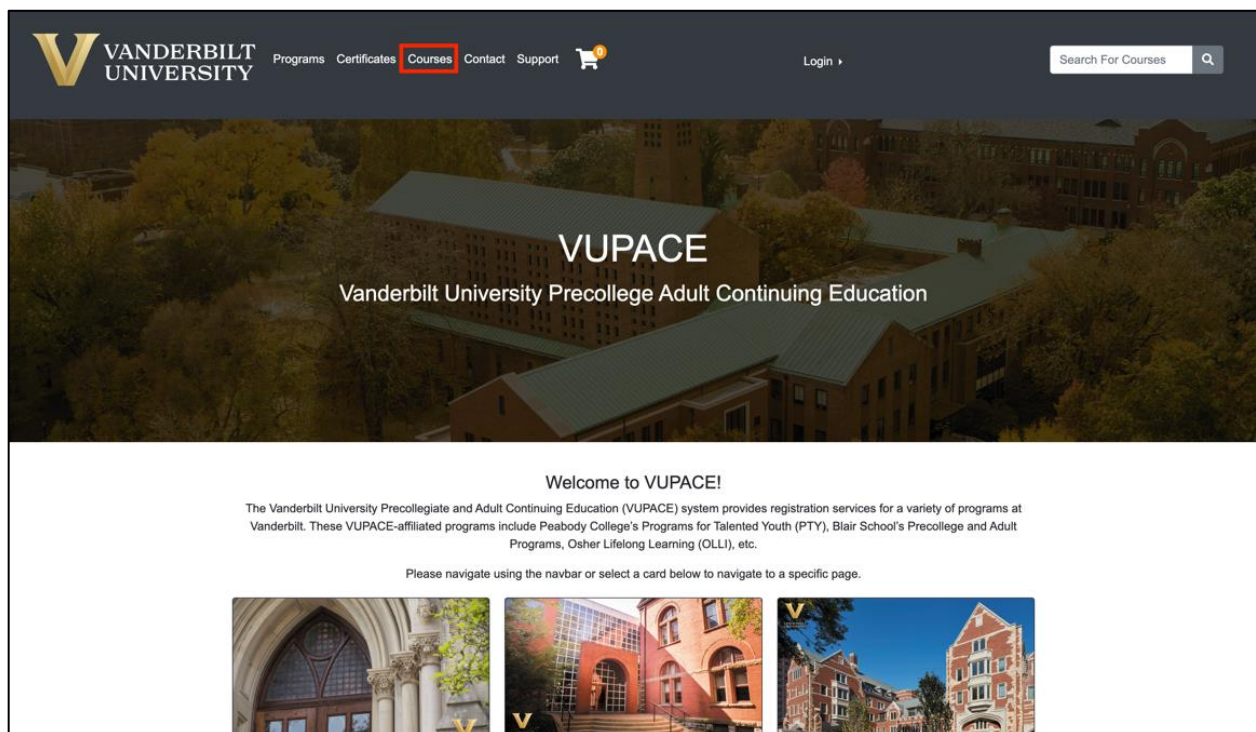
- Clicking the **Courses** tab on the navigation bar
- Using the course search bar in the top right of the page.
- Clicking the **Available Courses** card on the Home Page.
- Clicking the **Course Catalog** link on the page footer.



Registering for a NovoEd Course

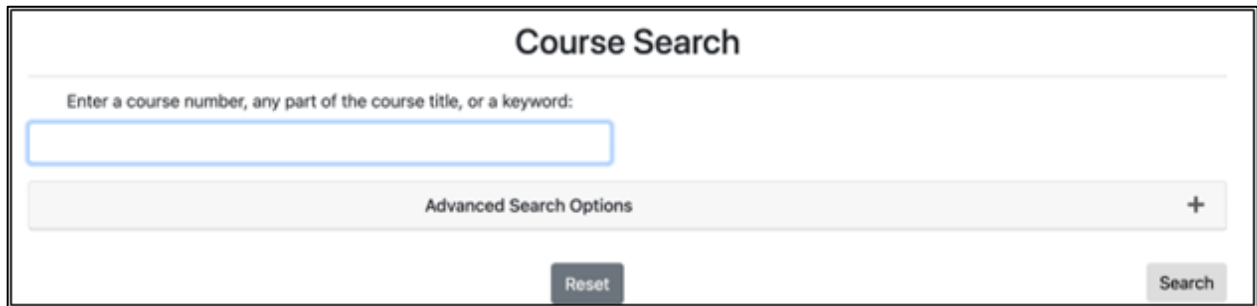


For the purpose of this guide, we are accessing the Course Search page through clicking the **Courses** tab on the navigation bar:



Registering for a NovoEd Course

Then, use the search bar to find the course you are looking for.



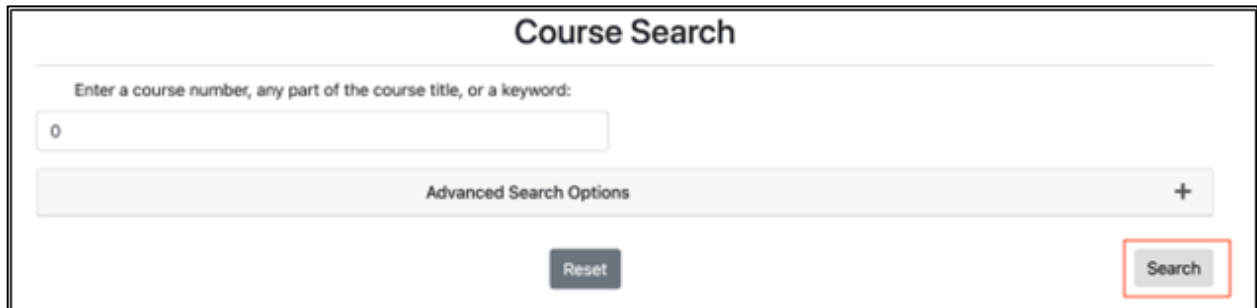
Course Search

Enter a course number, any part of the course title, or a keyword:

Advanced Search Options +

Reset Search

You can enter **0** into search bar and click **Search** to see all available courses.



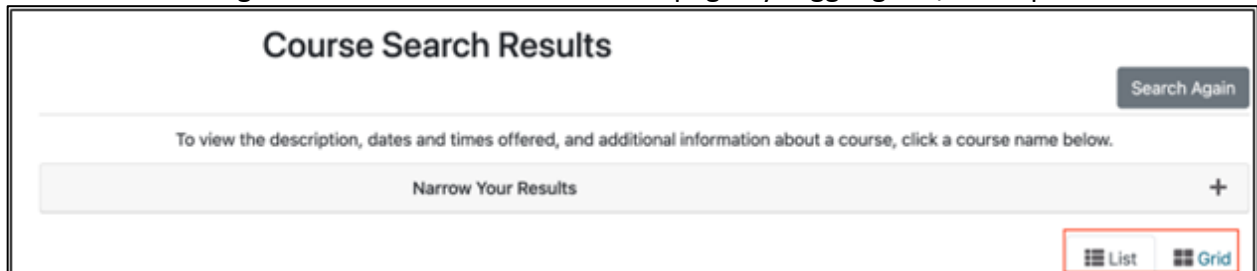
Course Search

Enter a course number, any part of the course title, or a keyword:

Advanced Search Options +

Reset Search

You can also change the view of the **Course Search** page by toggling List/Grid option.



Course Search Results

Search Again

To view the description, dates and times offered, and additional information about a course, click a course name below.

Narrow Your Results +

List Grid

Grid View


Course Search Results

Search Again

To view the description, dates and times offered, and additional information about a course, click a course name below.


Narrow Your Results

List Grid




Available

BCC: Chorale
PCA0245




Available

NNP Preceptor Enhancement
Program
NURS0002




Available

TEST Course
TEST0002



Wait List






TEST COURSE
TEST0003



Available

This is a test course
TEST0001

List View

Course Search Results				
<div>Search Again</div> <p>To view the description, dates and times offered, and additional information about a course, click a course name below.</p> <div>Narrow Your Results</div> <div>List Grid</div>				
Course	Course #	Prereqs	Availability	
 BCC: Chorale	PCA0245	N	Available	
 NNP Preceptor Enhancement Program	NURS0002	N	Available	
 TEST Course	TEST0002	N	Available	
 TEST COURSE	TEST0003	N	Wait List	
 This is a test course	TEST0001	N	Available	

Or you can click the **Advanced Search Options** dropdown to search by Instructor, Program Code, Course Number, etc.

Course Search

Enter a course number, any part of the course title, or a keyword:

Advanced Search Options

+

Reset

Search

Registering for a NovoEd Course



Enter a course number, any part of the course title, or a keyword:

Advanced Search Options

Course No.:

Term:

Subject Area or Program:

☐ Basic Sciences

☐ Blair School of Music

☐ Center for Science Outreach

☐ College of Arts and Science

☐ Osher Lifelong Learning Institute

☐ Peabody College

Instructor:

Filter By Course Availability :

☒ Search scheduled courses

☐ Search all courses

Reset

Search

To find your program's program code, visit our [Support](#) page.

Reviewing Course Info

When you find the course you are looking for, you can click the course title or image to navigate to the course page.


Course Search Results

[Search Again](#)


To view the description, dates and times offered, and additional information about a course, click a course name below.

Narrow Your Results +


[List](#) [Grid](#)



TEST Course
TEST0002







TEST COURSE
TEST0003



This is a test course
TEST0001

Once you have reached the course page, you will see various section information, like **Section Title, Section Schedule, Course Fees, Instructors, etc.**

TEST0002 - TEST Course

TEST

Course Description

TEST COURSE

TEST0002 - 003		Year 2022	-
<div style="background-color: #f0f0f0; padding: 5px; display: inline-block;">Add to Cart</div>			
Section Title:	Test Course 2		
Section Schedule:	Date and Time TBA		
Course Fee(s) :	Tuition non-credit	\$0.00	
Instructors:	Melanie Forehand Amanda Harding Jeanine Romine Mallika Vinekar Jolie Grace Wareham Sky Zhang		





TEST0002 - 002	Summer 2023	+
TEST0002 - 001	Year 2022	+

You can also email this course information, remind yourself of the course at a later date, inquire about the course, and print out the course page by clicking the corresponding icons in the top right of the page.

Registering for a NovoEd Course

[< Search Results](#) | [Search Again](#)

TEST0002 - TEST Course

TEST

Course Description

TEST COURSE

TEST0002 - 003

Year 2022

Available





Registering for the Course

Rapid Registration

If you are registering for a \$0 course, it may have a **Register Now** button.

[< Search Results](#) | [Search Again](#)

TEST0002 - TEST Course

TEST

Course Description

TEST

TEST0002 - 001

TEST Course
Fall 2022

Available

Register Now

Section Title: TEST Course

Section Schedule: Date and Time TBA

Course Fee(s): Tuition non-credit \$0.00

By clicking **Register Now**, you will begin the process of **Rapid Registration**, which allows you to skip the traditional steps of registration and complete registration in less than a minute.

A dialog box will open prompting you to either login if you already have an account or create an account. **If you have already registered for a different NovoEd course, please be sure to sign in using your existing account. Do not create a new account with the same email to register.**

Registration

Log in using your existing account information, or click Sign Up to create a new account to complete your registration in TEST0002 - 001 TEST Course.

Login

Sign Up

User Name (case sensitive): [Forgot User Name](#)

Password (case sensitive): [Forgot Password](#)

Close

Continue

When creating an account, you will only need your First Name, Last Name, Email, and User Name.

Registration

Log in using your existing account information, or click Sign Up to create a new account to complete your registration in TEST0002 - 001 TEST Course.

Login

Sign Up

First Name*

Last Name*

Email*

User Name*

Close

Continue

After either entering your log in information or creating a new account, click **Continue**. The system will process for about 10 – 15 seconds and then a confirmation message will appear:

Registration Complete



You are registered in: TEST0002 - 001 TEST Course.

A confirmation has been sent to your email address madison.m.everett@Vanderbilt.edu.

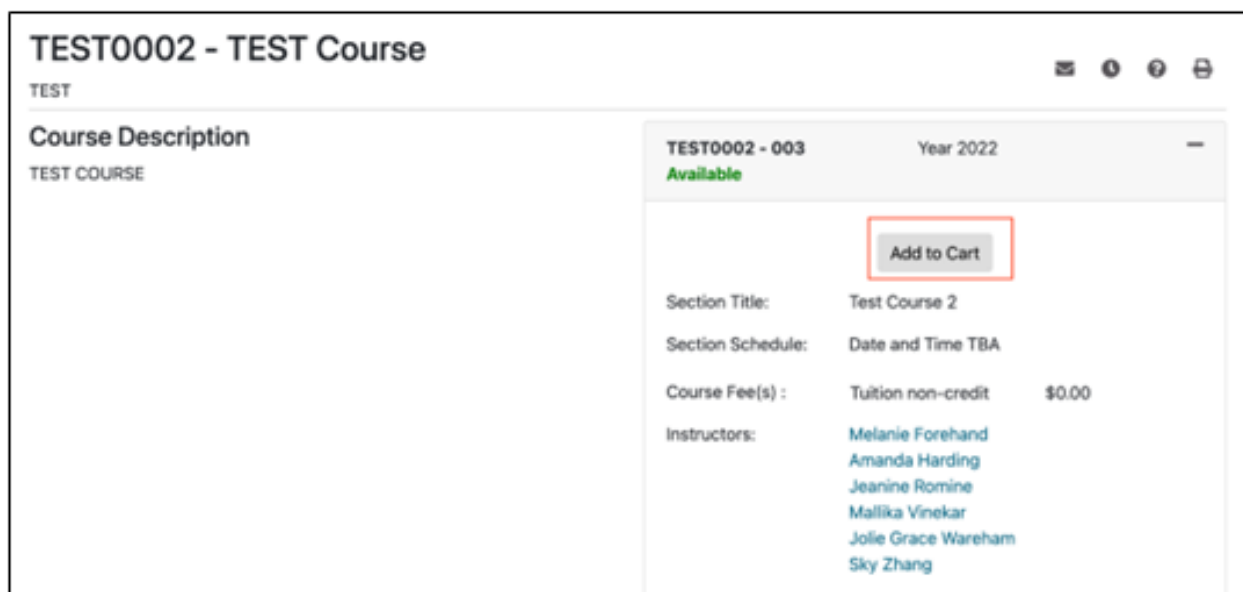
Close

Registering for a NovoEd Course

Please continue to the **Completing Account Setup** section.

Regular Registration

If the course is not a \$0 course, you will have to go through the regular registration. To enroll in a section, click on the section header and **Add to Cart**. If you don't know which section to select, contact your [Program Contact](#).



TEST0002 - TEST Course

TEST

Course Description
TEST COURSE

TEST0002 - 003 Year 2022
Available

Add to Cart

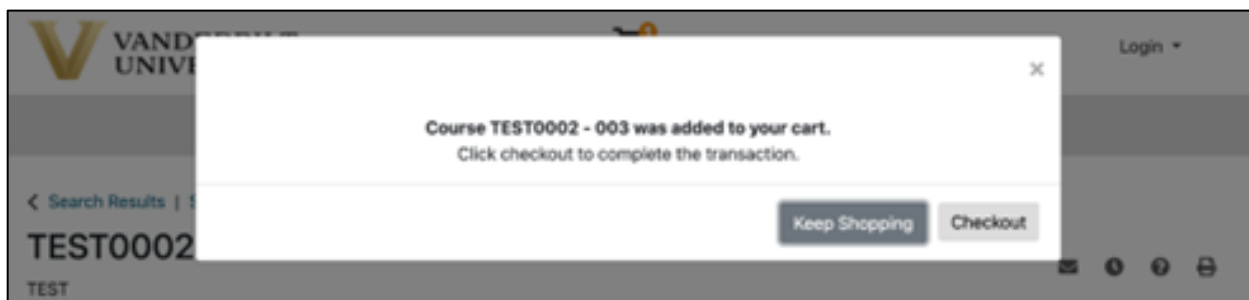
Section Title: Test Course 2

Section Schedule: Date and Time TBA

Course Fee(s) : Tuition non-credit \$0.00

Instructors: Melanie Forehand
Amanda Harding
Jeanine Romine
Mallika Vinekar
Jolie Grace Wareham
Sky Zhang

Once you do this, a pop-up will appear and give you the option to **Keep Shopping or Checkout**. If you are done shopping, click **Checkout**. If you have more courses to add to your cart, click **Keep Shopping**.



VAND
UNIV

Course TEST0002 - 003 was added to your cart.
Click checkout to complete the transaction.

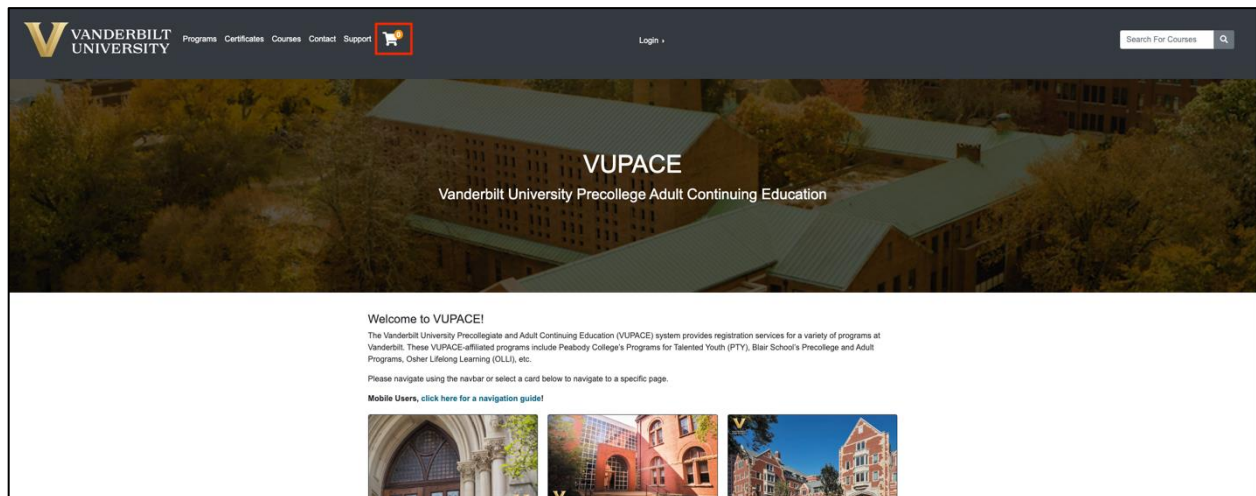
Keep Shopping **Checkout**

TEST

Registering for a NovoEd Course



You can access your shopping cart at any time by clicking the **Shopping Cart** icon in the top middle of the page.



Once you click **Checkout** on the **Shopping Cart** page, you will be given the option to log in or create a new account. Log in to your account with your username and password. Or follow the instructions to create a new account.

If you have registered for a NovoEd course before, please log in with your existing account.

Checkout

My Profile / Payment / Receipt

Log In or Create an Account

Please select one of the following options

I have an account already

I am a new user

Log in using your existing account information.

Forgot User Name

User Name (case sensitive)

Forgot Password

Password (case sensitive)

Log In

Please enter your primary email to continue. If you are a youth participant, please have your parent or guardian create an account using their email address.

For parents that would like to have multiple children apply/enroll into our programs, click [here](#) for instructions.

Email

Retype Email Address

Select one of the following options:

☒ Participant is over 18 years of age

☐ Participant is under 18 years of age

Create Account

Verify your information and click **Continue Checkout.**

Checkout

My Profile / Payment / Receipt

My Profile

User Name and Password

Personal Information

Birthplace and Nationality

Email Address

Telephone / Fax

Address

Enrollment Data

Emergency Contact

International Student Information

Group Affiliations

Employer

Educational Background

Confirmation

You have 30 minutes to complete the transaction. Your reservations will expire in **29:54**.

Has any of your profile information changed recently? If so, please update it below; otherwise, click "**Continue Checkout**."

Continue Checkout

Contact Information

User Name and Password

User Name:

TestUser

Change My User Name or Password

Personal Information

First Name:

Test

Middle Name:

Last Name:

Suffix:

Registering for a NovoEd Course




If your course has a required application, refer to the [Completing Applications](#) guide on the **Support** page.

You should now be on the **Payment** page. Verify your purchase and review the **Policy Confirmation** and check the required box. Click **Continue Checkout**.

Checkout
[My Profile](#) / [Payment](#) / [Receipt](#)

Payment

Cart

Item	Selected Options	Quantity	Subtotal
 Course Test Course 2 TEST0002 - 003 TEST	Fee: Tuition: \$0.00	1	\$0.00
Subtotal			\$0.00
Total			\$0.00

Policy Confirmation

By completing this purchase, you agree to an initial deposit and the future scheduled payments with the defined amounts, against the credit card provided. You are solely responsible for all fees charged to your credit card by the issuer bank or financial institution. Refunds are subject to our standard refund policy. You may cancel the scheduled payments at any time and fully pay all outstanding future payments.

Please contact your instructor for details about course cancellation and refund policies.

☐ I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method. *

[Print Registration Policies](#)

[Keep Shopping](#)

[Continue Checkout](#)

Required fields are indicated by *.


- If your course requires payment and you select Credit Card as the form of payment, you will be directed to a secure payment page.
- If your course requires payment and you select any option in **Other Payment Method**, your Program Contact will notify you of your enrollment.
- If you have **account credit**, you will be able to use it on this page by clicking the slider:

Checkout

[My Profile](#) / [Payment](#) / [Receipt](#)

Payment

Cart

Item	Selected Options	Quantity	Subtotal
 <div> Course BCC: Chorale PCA PCA0245 - 002 Blair School of Music </div>	Fee: Tuition \$563.00	1	\$563.00
			Subtotal
			\$563.00
			Total
			\$563.00

Select a payment method:*

☒ Use \$500.00 credit from account

Your credit card will be charged **\$63.00**

☒ Credit Card ☐ Other methods

After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely.

Policy Confirmation

Please contact your [program](#) to inquire about specific registration and cancellation/refund policies.

Blair Academy at Vanderbilt: *Tuition refunds are very rare, and a written request explaining the circumstances is required. See Blair Academy policies [here](#).*

☐ I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method. *

[Print Registration Policies](#)

[Keep Shopping](#)

[Continue Checkout](#)

Required fields are indicated by *.

- If your account credit is equal to or greater than the cost of the course, the other payment methods will disappear, and you will be able to continue checkout.
 - If your account credit doesn't pay the balance in full, a blue pop-up will appear saying your debit/credit card will be charged the remaining balance.

Registering for a NovoEd Course



After clicking **Continue Checkout**. The following page will be a receipt of your purchase.

Receipt

You will also receive a receipt by email.

Test User
123 Sesame Street
Anywhere, TN 12345
USA
madison.m.everett@Vanderbilt.edu
(123) 4567890
Student Number: X013679

Basket No.: 58679
Date: Feb 27, 2023

The transaction was successfully completed. Please print this page for your records.

Please Note: If you have registered for an online course, please wait 20-30 minutes before attempting to access the course.

Purchased

Item	Selected Options	Quantity	Subtotal
 <div><div>Course</div>Test Course 2 TEST0002 - 003 TEST</div>	Fee : Tuition \$0.00	1	\$0.00

Completing Account Setup

Upon registering, you will receive 2 emails from **pace@vupace.vanderbilt.edu**:

- **Complete Your VUPACE Registration** email – You will need this email to set the password to your account – refer to the [Resetting your Password](#) guide on the **Support** page.
- **VUPACE Registration Confirmation** email – This is the receipt of your purchase.

If you did not create a new account while registering, you will only receive the **VUPACE Registration Confirmation** email.

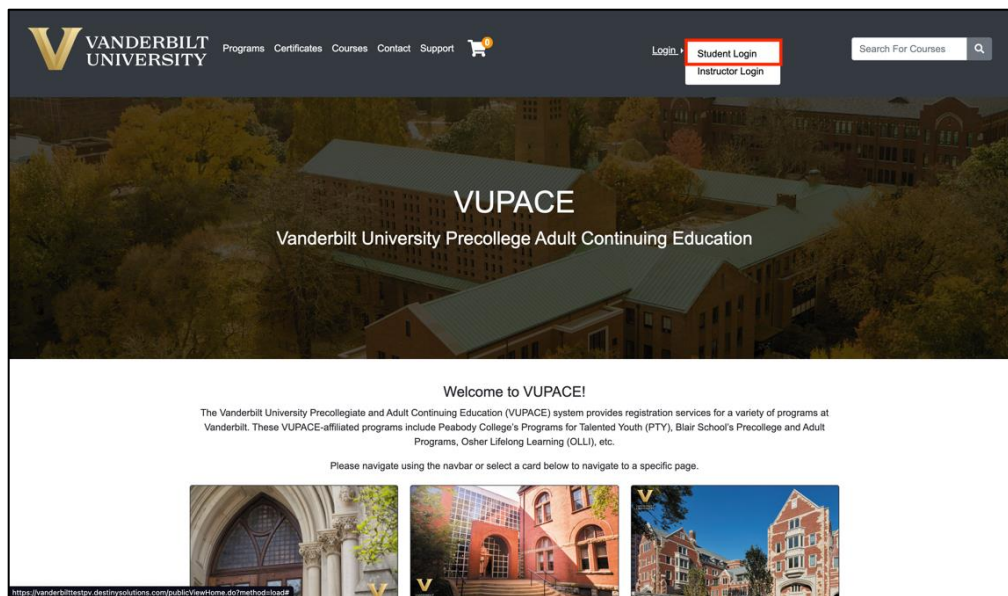
And 1 email from **NovoEd** noreply-test-api@novoted.com:

- This welcome email contains information for accessing your NovoEd account. Please follow the directions in order to claim your account.
- If you do not receive this email, please contact **pace@vanderbilt.edu**.

Accessing NovoEd

If you need to access NovoEd, log in to the **Learner Home Page**. You can also log in by using the **Learner Login** card on the Home Page.

Registering for a NovoEd Course



Log in to the Learner Home Page or Create an Account

Log in to an existing account

Log in using your existing account information:

- If you have received the **Welcome to Vanderbilt University!** email, please sign in with your learner number (e.g. X000000) found in the email as your username and the password you set at account activation.
- If you have received the **Set Your Password** email, please sign in with your learner number (e.g. X000000) found in the email as your username and click the link in the email to set your password.
- If your reset link or account activation link has expired, please use the **Forgot Password** link and use your username found in the email to reset your password.

If you do not remember your username or password, please use the **Forgot Username** and **Forgot Password** links below.

For more assistance, please review the help guides on the [Support Page](#) or contact pace@vanderbilt.edu.

[Forgot User Name](#)

User Name (case sensitive)

[Forgot Password](#)

Password (case sensitive)

Log In

Create a new account

Please enter your preferred email to continue. If you are a youth participant (17 and under), please have your parent or guardian create an account using their email address. A link to set a password will be emailed from pace@vupace.vanderbilt.edu. Add this email to your "safe sender" list to optimize communications.

For parents that would like to have multiple children apply/enroll into our programs, click [here](#) for instructions.

If you have received the **Welcome to Vanderbilt University!** email, registered for a course externally, or believe that you already have an account, please log in the **Log in to an existing account** section on the left, instead of creating a new account below.

Email

Retype Email Address

Select one of the following options:

- ☒ Participant is over 18 years of age
- ☐ Participant is under 18 years of age

Create Account

Registering for a NovoEd Course



Click the **NovoEd** link on the Learner Home Page.

A screenshot of the 'Learner Home' page. On the left is a vertical navigation menu with links: My Profile, Change My User Name or Password, My Enrollment History, My Course Schedule, My Applications, My Account History, My Saved Items, Forms and Policies, Special Requests, Brightspace, and Help. The main content area is titled 'Learner Home' and shows a welcome message. A red rectangular box highlights a link that says 'If you have registered for a NovoEd course, click here to log in to NovoEd.' Below this, there is a section titled 'My Current Courses' which lists two test courses from the Osher Lifelong Learning Institute, each with a 'View section details' link. The top right of the page shows the user's name 'Spongebob Squarepants', ID 'X013680', and account balance 'Account: \$0.00'.

Log in using your NovoEd credentials:

A screenshot of the Vanderbilt University 'Sign In' page. At the top is the university's logo. The page has a light blue background with a central white box containing the 'Sign In' form. The form includes two input fields: 'Email Address' and 'Password', both with asterisks indicating they are required. Below the password field is a link that says 'Forgot your password?'. A grey 'Sign In' button is positioned below the links. A horizontal line with the word 'OR' in the center separates this from the social login options. These options include the text 'Sign in with' followed by the Facebook and Google logos. At the very bottom of the page, there is a link for 'Privacy Policy'.

Registering for a NovoEd Course



For any further questions about NovoEd, please contact: novoed@vanderbilt.edu