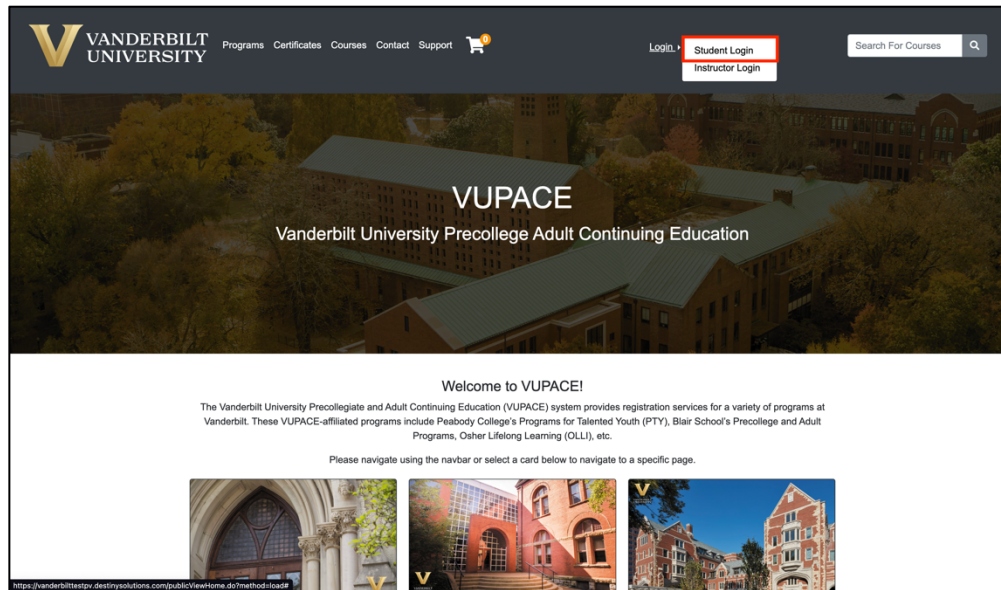


VUPACE User Guide



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.



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

VUPACE User Guide



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

The screenshot shows the 'Learner Home' page. On the left is a 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 has a header with the user's name 'Spongebob Squarepants', ID 'Spongebob — X013680', and account balance 'Account: \$0.00'. Below this is a welcome message and instructions. A red box highlights the text: 'If you have registered for a NovoEd course, [click here to log in to NovoEd](#).' Below this is a 'Note' about accessing the learner portal. At the bottom, there is a 'Mobile Navigation' dropdown and a section titled 'My Current Courses' which lists two test courses with 'View section details' links.

Log in using your NovoEd credentials:

The screenshot shows the 'Sign In' form on the Vanderbilt University website. At the top is the Vanderbilt University logo. Below it is the title 'Sign In'. There are 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?'. There is a 'Sign In' button. Below the button is a horizontal line with the word 'OR' in the center. Below that is the text 'Sign in with' followed by Facebook and Google icons. At the bottom is a link for 'Privacy Policy'.