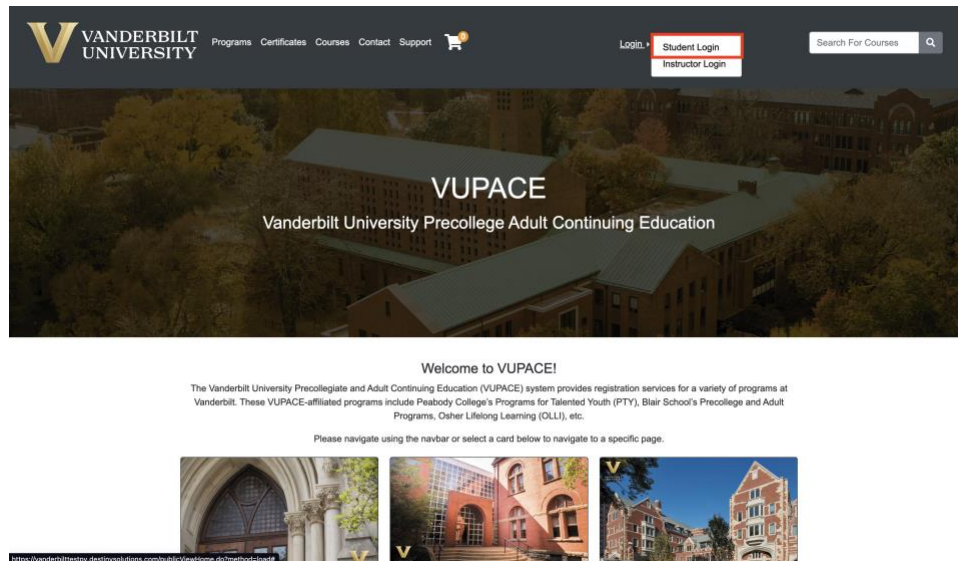


# VUPACE User Guide



## Accessing Brightspace, VUPACE's online platform

If you need to access Brightspace, 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](mailto: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](mailto: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

Click the **Brightspace** link on the left side of the page. **NOTE:** Please allow 5-8 minutes after enrollment confirmation before accessing this link.

# VUPACE User Guide



Learner Home

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

Help

Learner Home

Spongebob Squarepants  
Spongebob — X013680  
Account: \$0.00

Welcome to the Learner View.

If you have registered for a Brightspace course, click on **Brightspace** towards the bottom of the left-side menu. Please allow 5-8 minutes after registration before accessing this link.

If you have registered for a NovoEd course, [click here to log in to NovoEd](#).

For further assistance, click the **Help** tab at the bottom of the left-side menu.

**Note:** You can access the learner portal at any time by clicking your name in the top navigation bar.

Mobile Navigation

My Current Courses

TEST0002 - 002 Test Course 1  
Osher Lifelong Learning Institute

View section details

TEST0002 - 003 Test Course 2  
Osher Lifelong Learning Institute

View section details


VANDERBILT UNIVERSITY

Grid icons, Mail, Chat, Notifications, TU Test User, Settings

My Brightspace Zoom My Media ePortfolio Calendar Media Gallery

My Courses

All 2023 Year Year 2022



TEST0004 - This is a test course with an application - Year 2023  
TEST0004001 • 2023 Year  
Ends January 7, 2024 at 12:00 AM

View All Courses (2)

Announcements

Hi Test. Welcome to Brightspace by D2L

We are glad to welcome you to Brightspace by D2L. Please take a few minutes

Calendar

Monday, February 27, 2023

Upcoming events

There are no events to display.

Content Browser

Bookmarks Recently Visited

Getting Started

Learner Essentials

Instructor Essentials

Administrator Essentials