

VUPACE User Guide



Activating your Account

After your program admin has created your account and enrolled you in a course, you will receive the following email from **pace@vupace.vanderbilt.edu**, with the subject line of **"Welcome to Vanderbilt University!"**, which contains your username and a link to set your password.

If you do not receive the email, please check your spam folder. If it is not in your spam folder, please verify that you provided the correct email with the [Program Contact](#) or pace@vanderbilt.edu, by sending your first name, last name, and username in an email.



This is an automated message. Please do not reply to the sender of this message.

Dear {},

Your Vanderbilt University account has been created. You must activate your user name before you can access your account. Please proceed to the activation link below, and follow the on screen instructions.

Your user name is: {}

[Click here to activate your account.](#)

If you have questions, please contact a representative from your program.

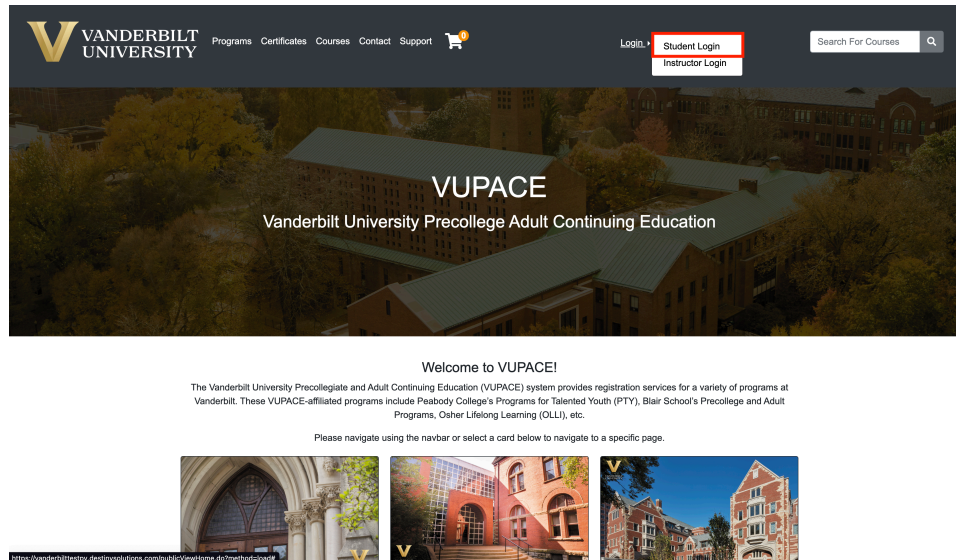
Sincerely,
Vanderbilt University
Web Site: <https://vupace.vanderbilt.edu/>

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Click on the link in this email to activate your account and set your password.

After setting your password, log in to your student account by clicking **Student Login** at the top right corner of the page. You can also log in by clicking the **Student Login** card on the Home Page.



Enter your username and password.

Log-In to Student Portal

I have an account already

Log in using your existing account information.

Forgot User Name

User Name (case sensitive)
TestUser1

Forgot Password

Password (case sensitive)

Log In

I am a new user

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

You are now logged in to the Student Home Page.

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Student Home

My Profile

My Enrollment History

My Course Schedule

My Applications

My Account History

My Saved Items

My Invoices

Forms and Policies

Special Requests

Brightspace

Help

Student Home

Test User

TestUser — X013679

Account Owing: \$25.00 ?

Welcome to the Student View. To access your course content, click on **Brightspace** towards the bottom of the left-side menu. Please allow 20-30 minutes after setting your password before accessing this link.

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

My Current Courses

TEST0002 - 001 Test TEST

View section details

TEST0004 - 001 Full Test Course TEST

View section details

To navigate to Brightspace (the online course platform), click the **Brightspace** link on the left side of the page.

NOTE: Please allow 20-30 minutes after setting your password before accessing this link.

Student Home

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My Enrollment History

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My Applications

My Account History

My Saved Items

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