

VUPACE User Guide



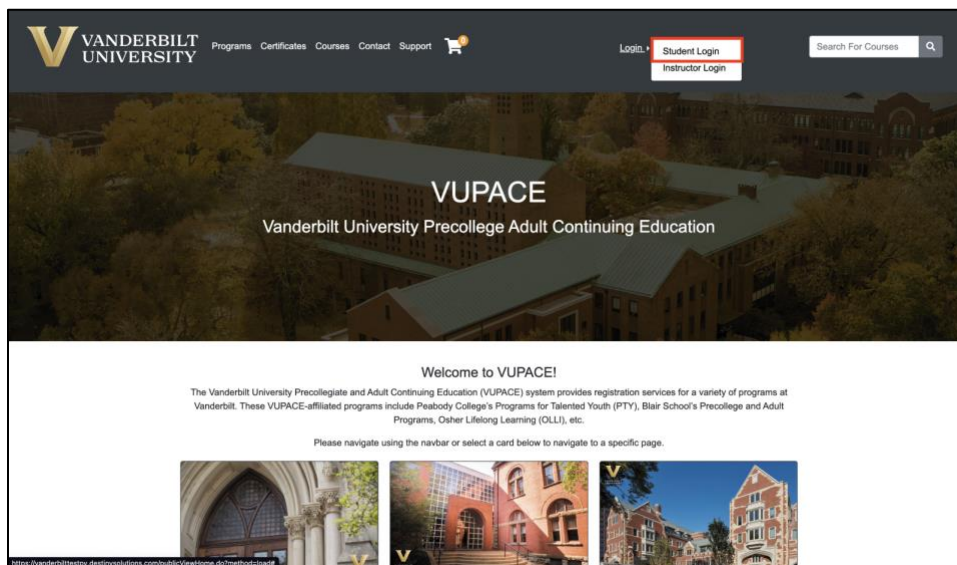
Completing Applications

If your course has a required application, you can complete it in two ways.

Part A) By adding the application to the My Application tab on the Learner Home Page

Some required applications are private and will only be available if you are enrolling in the course. However, if the application is not private, you can complete the application prior to enrollment.

Log in to the **Learner Home Page**. You can also log in by using the **Learner Login** card on the Home Page.



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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

Navigate to the **My Applications** tab on the **Learner Home Page**:

Student Home

My Profile

My Enrollment History

My Course Schedule

My Applications

My Account History

My Saved Items

Forms and Policies

Special Requests

Brightspace

Help

My Applications

Spongebob Squarepants
Spongebob — X013680

Here are the applications that you have started or submitted.

If a course you are trying to enroll in has an *application restriction*, you must wait until your application has been approved before you can enroll in the course.

If you have any questions about the status of your application, please contact your program.

Need to do

Incomplete

Complete

AP0063 — Test Application
TEST

Start

Status: In Progress

Status of Items Needed

Not Started

Not Submitted

AP0061 — Blair Music Tech Application
BLR - Music Tech

Start

Status: In Progress

Status of Items Needed

Not Started

Not Submitted

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Scroll down to the bottom of the page and click **View more available applications**.

AP0064 — PCA - POM General Participation Agreement and Release
Blair School of Music

View

Status: Approved
Started Dec 6, 2022
Submitted Dec 6, 2022
Approved Dec 6, 2022

Status of Items Needed

AP0001 — Blair Academy at Vanderbilt New Student Application
Blair School of Music

View

Status: Approved
Started Dec 6, 2022
Submitted Dec 6, 2022
Approved Dec 6, 2022

Status of Items Needed

View more available applications

Find the application that you would like to complete and click the **More Information** button.

Applications

Select "More Information" to see more details about a program and to start an application. If there is an application fee, you will not be required to pay it until you have completed and submitted the application.

Blair Academy at Vanderbilt New Student Application	More Information
Blair Music Tech Application	More Information
Divinity Lifelong Learning	More Information
PCA - POM General Participation Agreement and Release	More Information
Test Application	More Information

Click **Apply Now** on the following page.

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Test Application

[Back](#)[Apply Now](#)

After clicking **Apply Now**, you will be navigated to the Learner View's **My Applications** page. Click **Start** on the application you would like to complete.

[Student Home](#)[My Profile](#)[My Enrollment History](#)[My Course Schedule](#)[My Applications](#)[My Account History](#)[My Saved Items](#)[Forms and Policies](#)[Special Requests](#)[Brightspace](#)[Help](#)

My Applications

Squidward Tentacles
Squidward — X015903

Here are the applications that you have started or submitted.

If a course you are trying to enroll in has an *application restriction*, you must wait until your application has been approved before you can enroll in the course.

If you have any questions about the status of your application, please contact your [program](#).

[Need to do](#) [Incomplete](#) [Complete](#)

AP0065 — Test Application
TEST

Start

Status: In Progress

Status of Items Needed

Not Started
Not Submitted

View more available applications

Click **Start**.

Test Application

Squidward Tentacles
Squidward — X015903

[Need to do](#) [Incomplete](#) [Complete](#)

Application ForProgram of courses

Status: In Progress

Pages: To Do

Not Started
Not Submitted

1. Part A - Incomplete

[Back To My Applications](#)[Start](#)

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Fill out the application question by question, making sure to answer all required questions. There is a **Save This Page** for applications with multiple pages and a **Save and Finish Later** option if you need to stop filling out an application and come back to it later.

Please enter your name as your signature.

Save This Page

Save and Finish Later

Submit Application

If you'd prefer to complete this application later, click **Save and Finish Later**. The responses you've provided will be saved and you can complete it from your Student Portal. You may not be able to enroll in your selected course sections until the application is submitted.

Required fields are indicated by *.

If you have questions about the application, please contact your [Program Contact](#).

After you have completed the application, click **Submit Application**. On some web browsers, an additional confirmation pop-up may appear.

Please enter your name as your signature.

Save This Page

Save and Finish Later

Submit Application

If you'd prefer to complete this application later, click **Save and Finish Later**. The responses you've provided will be saved and you can complete it from your Student Portal. You may not be able to enroll in your selected course sections until the application is submitted.

Required fields are indicated by *.

You have now completed the application. You can view this application or navigate back to the **My Applications** page by clicking the **Back to My Applications** button.

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Test Application

Squidward Tentacles
Squidward — X015903

➔ Need to do

! Incomplete

✓ Complete

Application For

Program of courses

Status: Submitted

Pages: Completed

Started Feb 27, 2023
Submitted Feb 27, 2023

✓ 1. Part A - Complete

Back To My Applications

View

You will also receive the following email from pace@vupace.vanderbilt.edu with the subject of **[Application Name] Submitted**, confirming your application was received.



Dear Squidward Tentacles,

Thank you for submitting your application.

You can review the status of your application at any time by logging into your [student portal](#).

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If you have any questions about the application process, please contact a representative from your [program office](#).

Regards,

Vanderbilt University

Part B) By accessing the application through course enrollment.

When you are registering for a course, after updating your profile information, you will encounter a **Select Learner Application** page, with any required applications for this course. You will need to complete all applications to complete enrollment.

Checkout
My Profile / Applications / Payment / Receipt

Select Student Application

Application	Status	
Test Application ⓘ	In Progress	Continue

[Registration Policies](#)

On the **Select Learner Application** page, click **Start** on the specific application. If you have already started the application, the button will say **Continue**.

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Checkout

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

Select Student Application

Application	Status	
Test Application ⓘ	In Progress	Continue

[Registration Policies](#)

Read the instructions and click Start on the bottom left corner of the page. If you have already started the application, the button will say **Continue**.

Checkout

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

Applications

Pages: To Do

1. Part A - Incomplete

Please complete the following application. When you've completed all required fields, click on **Submit Application** to continue with the Checkout Process.

🔄 Need to do ❗ Incomplete ✅ Complete

Application For Program of courses

Status: In Progress

Started Feb 21, 2023
Not Submitted

[Continue](#) [Submit Application](#)

If you'd prefer to complete this application later, click **Save and Finish Later**. The responses you've provided will be saved and you can complete it from your Student Portal. You may not be able to enroll in your selected course sections until the application is submitted.

Fill out the application question by question, making sure to answer all required questions. There is a **Save This Page** for applications with multiple pages and a **Save and Finish Later** option if you need to stop filling out an application and come back to it later.

Please enter your name as your signature.

[Save This Page](#)

[Save and Finish Later](#) [Submit Application](#)

If you'd prefer to complete this application later, click **Save and Finish Later**. The responses you've provided will be saved and you can complete it from your Student Portal. You may not be able to enroll in your selected course sections until the application is submitted.

Required fields are indicated by *.

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If you have questions about the application, please contact your [Program Contact](#).

After you have completed the application, click **Submit Application**. On some web browsers, an additional confirmation pop-up may appear.

Please enter your name as your signature.

Save This Page

Save and Finish Later

Submit Application

If you'd prefer to complete this application later, click **Save and Finish Later**. The responses you've provided will be saved and you can complete it from your Student Portal. You may not be able to enroll in your selected course sections until the application is submitted.

Required fields are indicated by *.

You will be navigated to the **Select Learner Application** page to complete any other required applications. Once all the applications have been submitted, you can click **Continue Checkout** to continue your checkout process.

Checkout
My Profile / Payment / Receipt

Select Student Application

Thank you for submitting this application.

Application	Status
Test Application ⓘ	Submitted

[Registration Policies](#)

Continue Checkout