

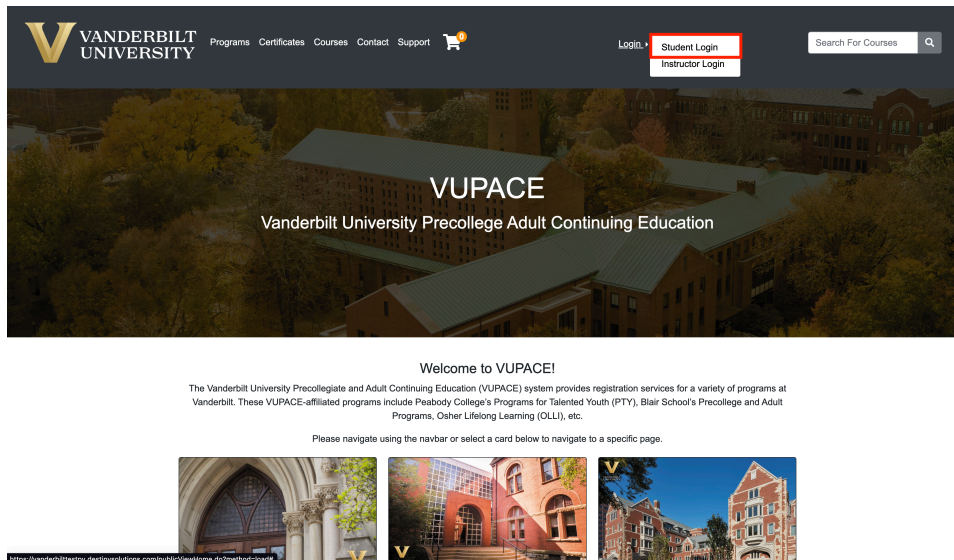
# VUPACE User Guide



**STOP** – Do not complete this section if you have received the “Welcome to Vanderbilt University!” email. The Program Admin has already created your VUPACE account, and you need to activate it. Please see the [Activating your Account](#) section on the [Support](#) Page.

In order to create a new account, navigate to the **Login** dropdown and select **Student Login**. You can also click the **Student Login** card on the Home Page.

**NOTE:** If you are here to enroll in your first course, your account will be created during checkout. Please skip this step and following the **Enrolling in a Course** on the [Support](#) page.



# VUPACE User Guide



In the **I am a new user** section, read the instructions and fill in your email address and select one of the listed options. Then click **Create Account**. For parents that would like to create an account for multiple children, click [here](#) for instructions.

A screenshot of the 'Log-In to Student Portal' form. The form is divided into two main sections: 'I have an account already' on the left and 'I am a new user' on the right. The 'I have an account already' section includes a 'Log in using your existing account information.' instruction, a 'Forgot User Name' link, a 'User Name (case sensitive)' input field, a 'Forgot Password' link, a 'Password (case sensitive)' input field, and a 'Log In' button. The 'I am a new user' section includes instructions for new users, a 'For parents that would like to have multiple children apply/enroll into our programs, click here for instructions.' link, an 'Email' input field with 'test@gmail.com', a 'Retype Email Address' input field with 'test@gmail.com', a 'Select one of the following options:' instruction, two radio button options: 'Participant is over 18 years of age' (selected) and 'Participant is under 18 years of age', and a 'Create Account' button. A red rectangular box highlights the 'I am a new user' section.

Move through the form, one section at a time, and fill in the required [\*] information. **Do not press tab to move between fields.**

- For parents/guardians completing profiles for youth participants: There are two sections below, one for your child's username/password and personal information, and one for parent/guardian information. Please note the section headings as you complete the forms.

# VUPACE User Guide



After completing all required fields, click **Submit** at the top or bottom of the page. If you encounter an error message that prevents you from completing the form that you are not able to resolve, please email [pace@vupace.vanderbilt.edu](mailto:pace@vupace.vanderbilt.edu).

User Name and Password

Personal Information

Email Address

Telephone / Fax

Address

Enrollment Data

Employer

Privacy Policies

Mailing List Preferences

Please complete the following information to proceed with your request.

Note to parents/guardians completing profiles for youth participants: There are two sections below, one for your child's user name/password and personal information, and one for parent/guardian information. Please note the section headings as you complete the form.

Contact Information

User Name and Password

User Name:\*

User Name is available.

We will send a link to set your password to your preferred email address.

Submit

Telephone / Fax

Address

Enrollment Data

Employer

Privacy Policies

Mailing List Preferences

Mailing List Preferences

May we contact you about courses that we think may interest you?\*

Choosing "Yes" will provide you the latest information on course and program offerings. Your information will not be shared. [Privacy & Policy Information is available here.](#)

☐ Yes, by any method

☒ No, please do not contact me

Enrollment Timeframe:

☐ 1-2 months

☐ 3-6 months

☐ 7-12 months

☐ Uncertain

For additional information or assistance, please contact your [program](#).

[Privacy Policy](#)

Submit

Required fields are indicated by \*.

# VUPACE User Guide



After clicking **Submit**, you will receive the following email from [pace@vupace.vanderbilt.edu](mailto:pace@vupace.vanderbilt.edu) with the subject of “**Complete Your VUPACE Registration**”, which contains your username and a link to set your password.

**NOTE:** The password link expires after 15 minutes. If this occurs, follow the instructions in the **Resetting your password** guide on the [Support](#) page.



## Set your password

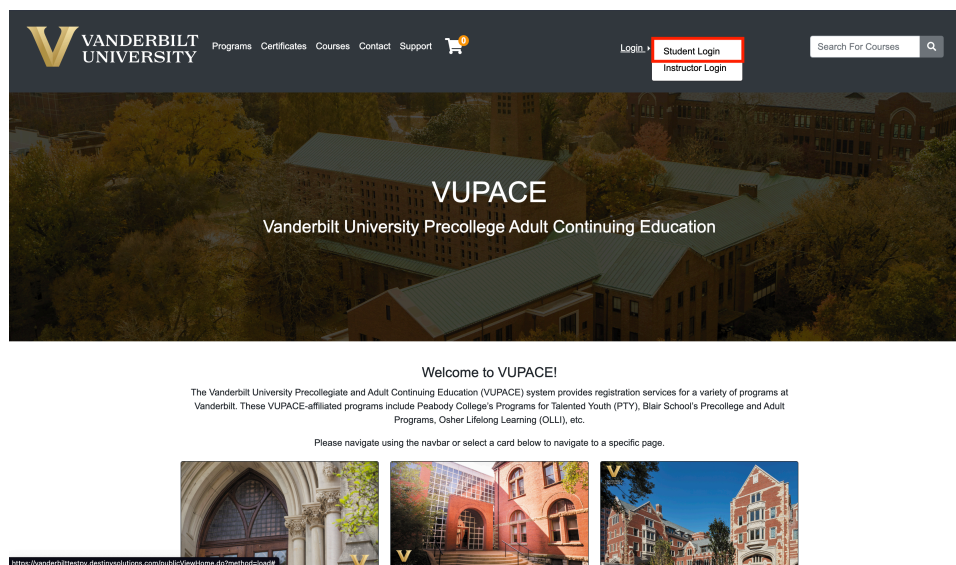
You have created a new account with user name [Your username]. [Click here](#) to choose a password.

If you received this email in error, contact Vanderbilt University at [pace@vupace.vanderbilt.edu](mailto:pace@vupace.vanderbilt.edu).

Click the link to set your password for your account.

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@vupace.vanderbilt.edu](mailto:pace@vupace.vanderbilt.edu), by sending your first name, last name, and username.

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 click the **Student Login** card on the Home Page to log in.





# VUPACE User Guide



Enter your username and password.

### Log-In to Student Portal

#### I have an account already

Log in using your existing account information.

User Name (case sensitive)  
TestUser1

Forgot User Name

Password (case sensitive)  
\*\*\*\*\*

Forgot Password

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.

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

For more information about the Student Home Page, please see the **Student View: An In-Depth Look** section on the [Support](#) Page.

For help enrolling in a course after logging in, please see the **Enrolling in a Course** on the [Support](#) Page.