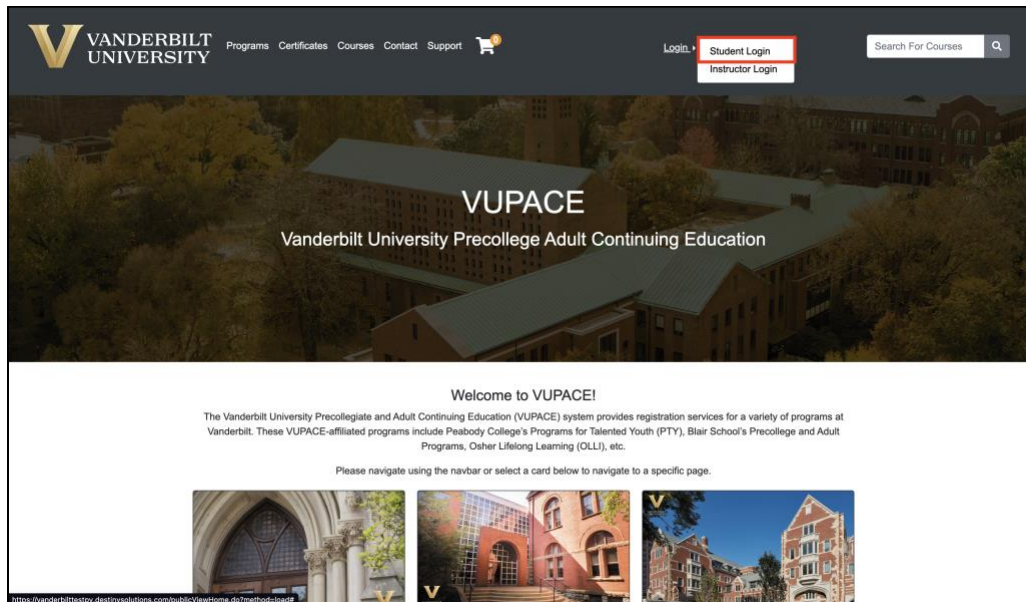


VUPACE User Guide



Forgot your username

If you forgot your username, click on **Learner Login** in the top right corner of the page. You can also click the **Learner Login** card on the Home Page.



Click on **Forgot Username**.

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



Enter the email address associated with your account and click **Continue**.

Forgot User Name

Enter the email address that you indicated as preferred in your profile. Your user name will be sent to this email address in a few minutes after clicking Continue.

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

Email:*

Required fields are indicated by *.

After a few minutes, you should receive the following email from **pace@vupace.vanderbilt.edu** with the subject line of “**Vanderbilt University Account User Name**”.



You have requested your account user name to the Vanderbilt University PACE registration system. Please note that your user name is case sensitive.

Your user name is: {}

You can access your account at any time by clicking [here](#).

If you have questions, please contact a representative from your [program office](#).

Regards,

Vanderbilt University

Please record the username for your records.

NOTE: If you are a parent, you will receive the above email for each learner account associated with your email address.