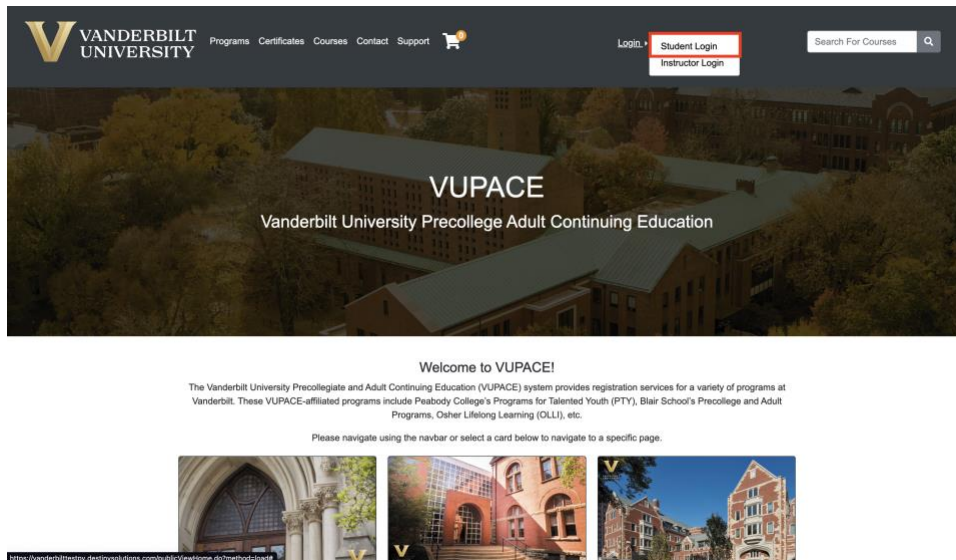


# VUPACE User Guide



## Resetting your Password

Navigate to **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 Password**.

### 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

Forgot Password

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.

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 your username and click **Continue**. If you have forgotten your username, please follow instructions in the **Forgot your username** guide on the [Support](#) Page

## Reset Password

**Enter your user name (not your email address) below.**

A password reset link will be sent to the preferred email address associated with your profile.

User Name:\*

Required fields are indicated by \*.

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After a few minutes, you should receive the following email from **pace@vupace.vanderbilt.edu** with the subject line of **“Vanderbilt University Password Reset”**. Click on the link in the email to reset your password.



## Reset your password

You told us you forgot your password. If you really did, [click here](#) to choose a new one. This link will expire in 30 minutes.

If you did not mean to reset your password, then you can ignore this email; your password will not change.

After setting your password, log in to your learner account by clicking **Learner Login** at the top right corner of the page, and enter your username and password. You are now logged in to the Learner Home Page.