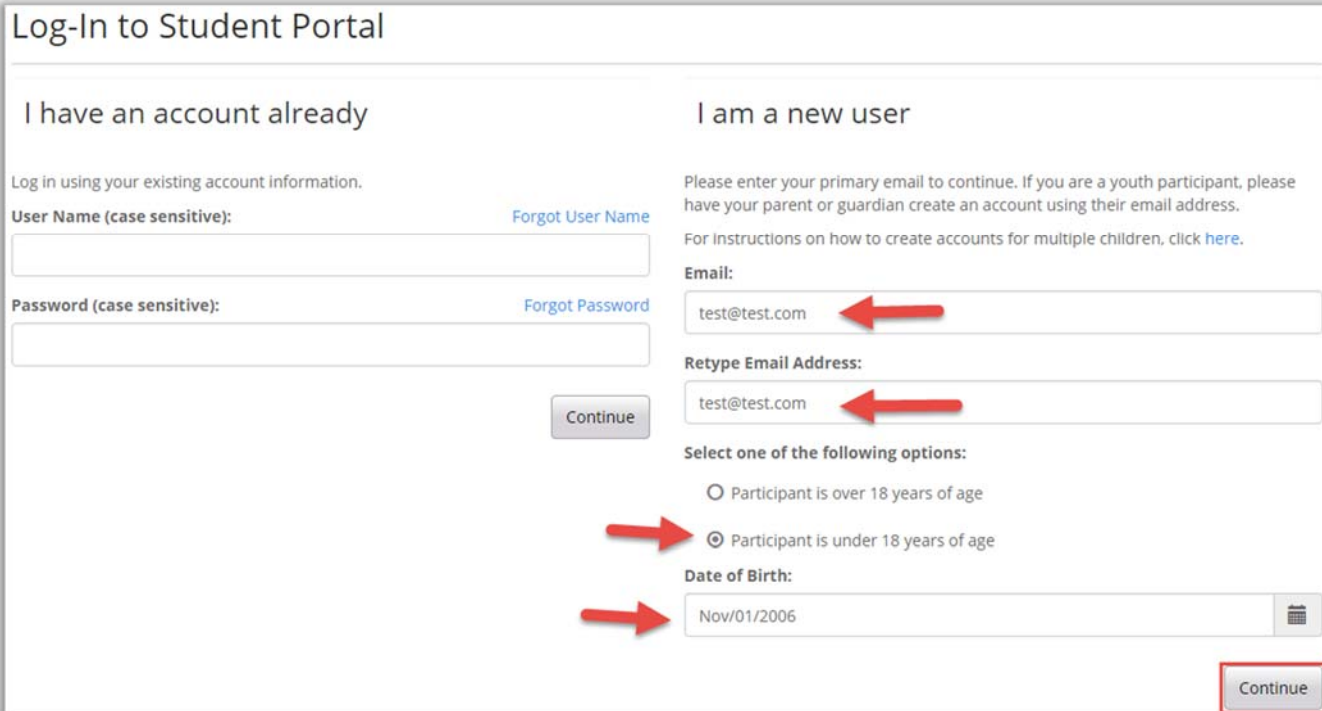


Creating User Accounts for Multiple Children

If you have multiple children that would like to apply or enroll in programs that use the Vanderbilt University PACE registration system, **each of them will need a separate student account.**

To facilitate this, the system will allow you to create multiple student accounts using a single email address.

1. After you have created a student account for your first child, follow the same steps to create the next account. Enter your email address, select the “Participant is under 18 years of age” option and enter your child’s date of birth. Click “Continue” to proceed.



Log-In to Student Portal

I have an account already

Log in using your existing account information.

User Name (case sensitive): [Forgot User Name](#)

Password (case sensitive): [Forgot Password](#)

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 instructions on how to create accounts for multiple children, click [here](#).

Email:

Retype Email Address:

Select one of the following options:

Participant is over 18 years of age

Participant is under 18 years of age

Date of Birth:

2. The system will warn you that it has found an existing account with that email address. **This is just a warning, you can click “Continue” at the bottom to proceed.**



Creating User Accounts for Multiple Children

Log-In to Student Portal

Warning.

- We have found an existing record in our database with an email address that matches the one you provided:

If this is your email address, you may already have a record with Vanderbilt University. Log in as a current student using your user name and password. If you can't recall your user name and password, use the links on the log in page to retrieve them, or call at (615) 322-7701 during business hours.

If you are a parent or guardian and wish to create a youth participant profile using this email address, click **Continue under "I am a new user"**.

I have an account already

Log in using your existing account information.

User Name (case sensitive): [Forgot User Name](#)

Password (case sensitive): [Forgot Password](#)

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 instructions on how to create accounts for multiple children, click [here](#).

Email:

Retype Email Address:
Select one of the following options:

Participant is over 18 years of age

Participant is under 18 years of age

Date of Birth:

- You will be taken to the profile creation page, where you can enter your child's information and complete the account creation process. **Please note, you will need to specify a separate user name and password for each account that you create.**

My Profile

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.

Youth Participant Information

User Name and Password

User Name:*

New Password:*
Retype New Password:*

Your password must be a minimum of six (6) characters and contain both alpha and numeric characters.