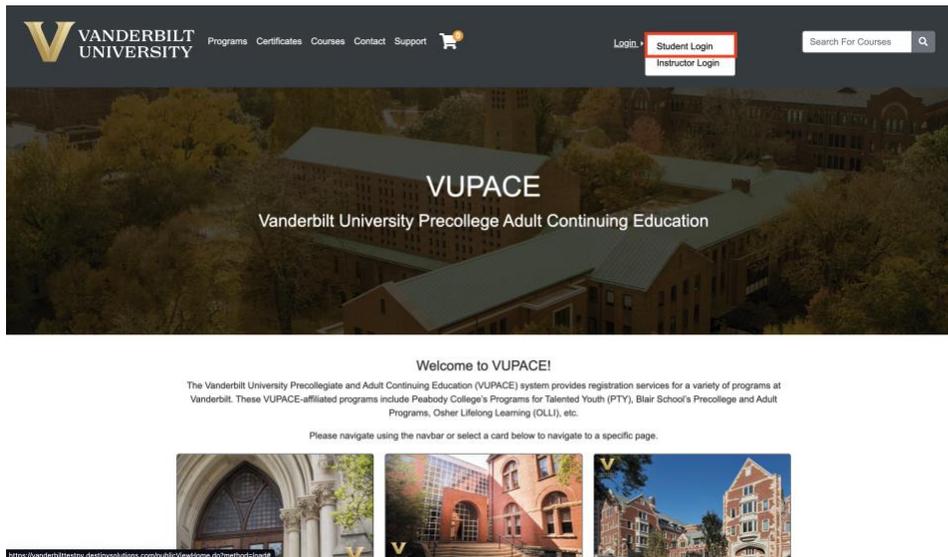


VUPACE User Guide



Accessing Brightspace, VUPACE's online platform

If you need to access Brightspace, log in to the **Learner Home Page**. You can also log in by using the **Learner Login** card on the Home Page.



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](#)

[Forgot Password](#)

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.

Select one of the following options:

Participant is over 18 years of age

Participant is under 18 years of age

Click the **Brightspace** link on the left side of the page. **NOTE:** Please allow 5-8 minutes after enrollment confirmation before accessing this link.

Learner Home

My Profile Spongebob Squarepants
Spongebob — X013680
Account: \$0.00

Welcome to the Learner View.

If you have registered for a Brightspace course, click on **Brightspace** towards the bottom of the left-side menu. Please allow 5-8 minutes after registration before accessing this link.

If you have registered for a NovoEd course, [click here to log in to NovoEd](#).

For further assistance, click the **Help** tab at the bottom of the left-side menu.

Note: You can access the learner portal at any time by clicking your name in the top navigation bar.

Mobile Navigation ▾

My Current Courses

- TEST0002 - 002 Test Course 1
Osher Lifelong Learning Institute
[View section details](#)
- TEST0002 - 003 Test Course 2
Osher Lifelong Learning Institute
[View section details](#)

VANDERBILT UNIVERSITY

Grid, Mail, Chat, Notifications, TU Test User, Settings

My Brightspace ▾ Zoom My Media ePortfolio Calendar Media Gallery

My Courses ▾

All 2023 Year Year 2022

TEST0004 - This is a test course with an application - Year 2023
TEST0004001 • 2023 Year
Ends January 7, 2024 at 12:00 AM

[View All Courses \(2\)](#)

Calendar ▾

Monday, February 27, 2023 ▶

Upcoming events ▾

There are no events to display.

Content Browser ▾

- Bookmarks
- Recently Visited
- Getting Started ▶
- Learner Essentials ▶
- Instructor Essentials ▶
- Administrator Essentials ▶

Announcements ▾

Hi Test. Welcome to Brightspace by D2L ×

We are glad to welcome you to Brightspace by D2L. Please take a few minutes