

Activating your Account

After your program admin has created your account and enrolled you in a course, you will receive the following email from **pace@vupace.vanderbilt.edu**, with the subject line of **“Welcome to Vanderbilt University!”**, which contains your username and a link to set your password.

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@vanderbilt.edu, by sending your first name, last name, and username in an email.



This is an automated message. Please do not reply to the sender of this message.

Dear {},

Your Vanderbilt University account has been created. You must activate your user name before you can access your account. Please proceed to the activation link below, and follow the on screen instructions.

Your user name is: {}

[Click here to activate your account.](#)

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

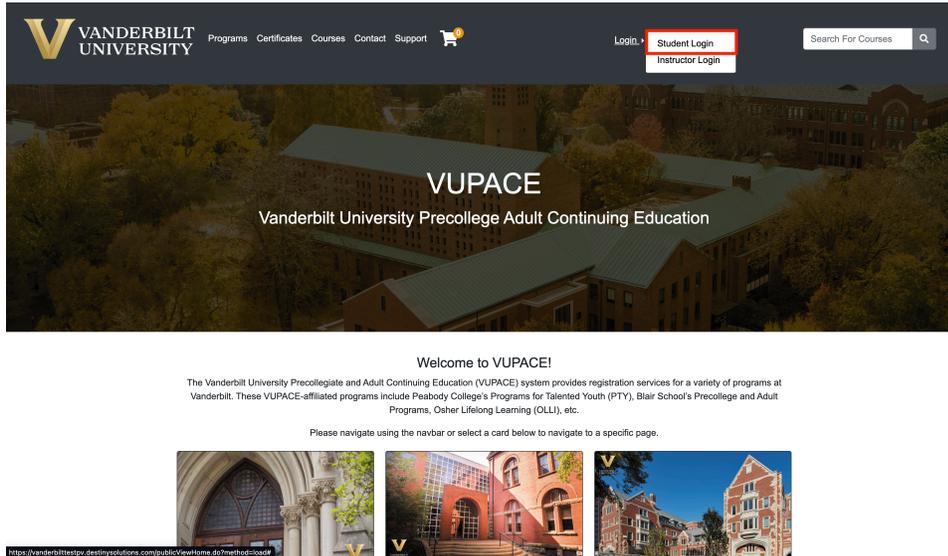
Sincerely,
Vanderbilt University
Web Site: <https://vupace.vanderbilt.edu/>

VUPACE User Guide



Click on the link in this email to activate your account and set your password.

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 log in by clicking the **Student Login** card on the Home Page.



Enter your username and password.

Log-In to Student Portal

I have an account already

Log in using your existing account information.

[Forgot User Name](#)

[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.

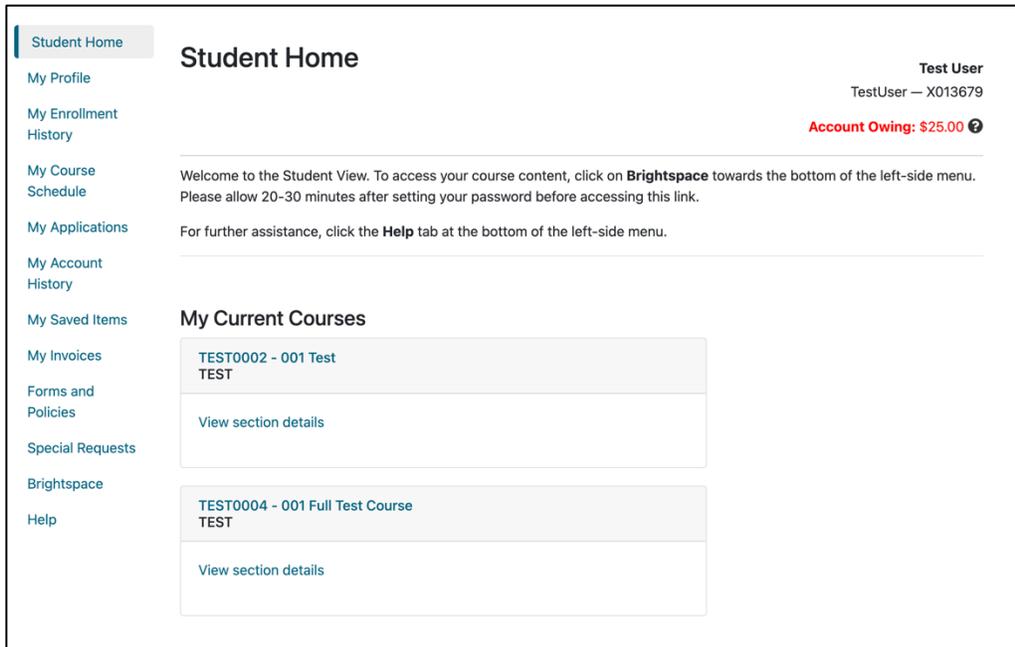
For parents that would like to have multiple children apply/enroll into our programs, [click here](#) for instructions.

Select one of the following options:

Participant is over 18 years of age

Participant is under 18 years of age

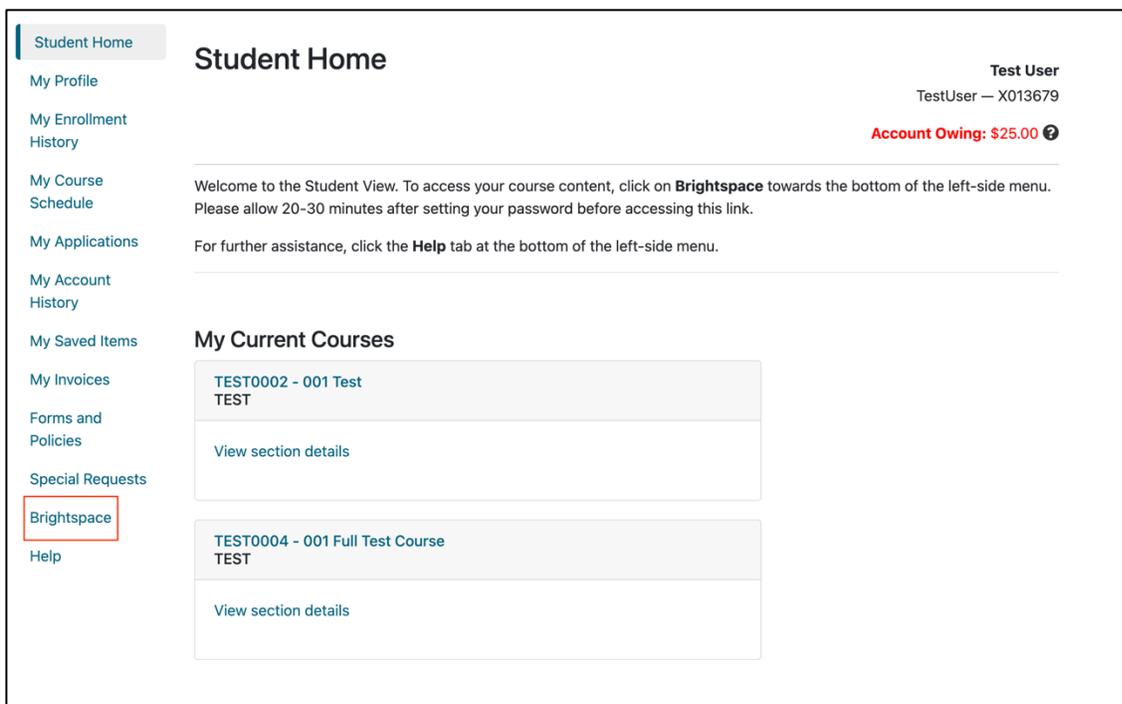
You are now logged in to the Student Home Page.



The screenshot shows the 'Student Home' page. On the left is a navigation menu with items: 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, and Help. The main content area has a header 'Student Home' and a user profile 'Test User' with ID 'X013679' and an 'Account Owning: \$25.00' notification. A welcome message instructs the user to click on 'Brightspace' in the left-side menu. Below this is a section titled 'My Current Courses' with two course entries: 'TEST0002 - 001 Test TEST' and 'TEST0004 - 001 Full Test Course TEST', each with a 'View section details' link.

To navigate to Brightspace (the online course platform), click the **Brightspace** link on the left side of the page.

NOTE: Please allow 20-30 minutes after setting your password before accessing this link.



This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Brightspace' link in the left-side navigation menu.