

New Students: Creating a New Account

1. To begin, click on the “Create a new account” button and type in your information in the required fields.
2. You must use your VA email address when you set up a new account. You can change that later if you want to receive course emails at a different address.
3. When you have completed the required fields, select the “Create my new account” button.
4. You will receive an email in your VA Outlook from **Admin user**. If you do not see an email come through, check your Junk folder in Outlook.
5. Follow the instructions in the email to confirm your account.

To Enroll/Register for a Course

1. To enroll in a course, log into the site and select the **Education and Training** icon.
2. Select the program you are interested in to open up the Course Information page.
3. Select the **Enroll** link for the desired course.