

## JOINING THE VFA

Start at the VFA Home Page: <http://vfa.aacc.nche.edu>

### STEP 1: Click "Join" from the VFA home page

- The "Join" page provides information about VFA Membership and entry to the Sign-up process

### STEP 2A: Click "Sign-up" from the right-hand navigation or from anywhere on the Join page

- Clicking "Sign-up" initiates a password-protected process.
- You will be prompted to log-in (if you are not already logged-in) to your **AACC profile**. This login is matching the user to the AACC database and not to any VFA-related profiles.
  - o New User: Create an AACC profile.
  - o Returning User: Log-in (if you forgot your password, use "Forgot Password" prompts).

### STEP 2B: Complete the Sign-Up process

- On the web page:
  - o Read the VFA Participation Agreement.
  - o Identify the VFA Key Contact for your institution and fill-out his/her information.
  - o Agree to *Terms and Conditions*, which enables the "Purchase the VFA".

### STEP 3: Purchase the VFA

- Click "Purchase" and select VFA Membership, add it to your cart, and check-out.
- If you receive an error message during this process, it is because there is a mismatch between you and your college or there is missing information - such as enrollment - about your college in the AACC database. Please contact AACC at [VFA@aacc.nche.edu](mailto:VFA@aacc.nche.edu) so that we can correct the information and enable you to complete the sign-up/purchase process.

## SETTING-UP THE VFA ACCOUNT

After your purchase is complete, AACC will send the purchaser an email with:

- A confirmation of purchase and receipt; and
- A note that the VFA Key Contact – once verified – will receive an account set-up email.

Once VFA Key Contact is verified and processed, the contact will receive an email with:

- User name and password for login to VFA account; and
- An account set-up link: the link is to be used to assign roles to other users at the institution.

**IMPORTANT NOTE:** Upon purchase, your user name/password and your account is established but access to the VFA data tool is not available immediately. AACC must verify and process your college and assign user roles for a secure level of access. Please allow (3) business days from point-of-purchase to enable access to the VFA data tool. Once assigned a user role (VFA Key Contact; Data Inputter, Data Administrator) users receive a confirmation email with access instructions. Also, all employees of the college will have the ability to view your college's VFA data once an account is verified and set-up.