

## VFA Dashboards and Export Access

Did you know that as a VFA member college, all of your college's staff can look at your VFA data? All they must do is go to the VFA web site and login. See below for complete instructions.

### Returning User Instructions

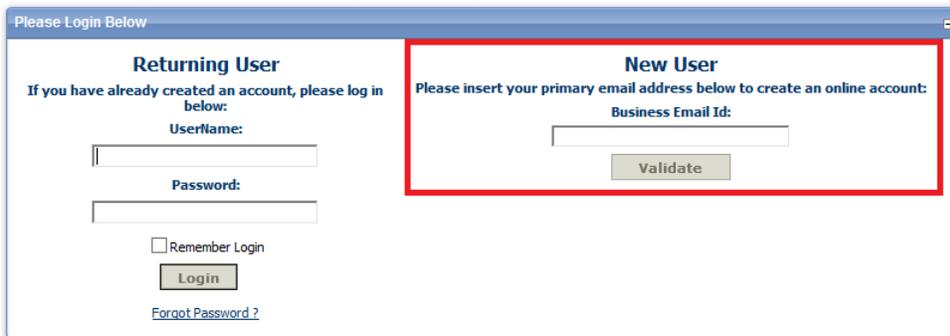
1. Visit the VFA website (<http://vfa.aacc.nche.edu>).
2. From the top, right corner of the screen click 'Log In'
3. Under Returning User, enter your AACC credentials and click 'Login'.
  - If you have forgotten your password, click the 'Forgot Password?' link to reset it.
  - If you do not have an AACC username and password, follow the *New User Instructions* below.
4. After you are logged in, your name should appear in the Welcome Controls box in the top, right corner of the screen.
5. From the Welcome Control box or either of the navigation bars click 'My VFA'
6. From the My VFA page, click 'View My VFA Data Dashboards' to view VFA dashboards and exports.

Through this 'Data Downloads and Dashboards' page, employees may view the Outcomes Dashboard, Benchmarking Dashboard, VFA Public Outcomes Report, VFA Internal Outcomes Report, and all excel and csv exports.

### New User Instructions

If you do not have an AACC username and password, please use the steps below to create a user account.

1. Visit the VFA website (<http://vfa.aacc.nche.edu>).
2. From the top, right corner of the screen click 'Log In'
3. From the log-in screen, enter your college email address under the New User section and click 'Validate'.



The screenshot shows a web browser window titled "Please Login Below". It is divided into two sections: "Returning User" and "New User". The "Returning User" section has fields for "UserName:" and "Password:", a "Remember Login" checkbox, a "Login" button, and a "Forgot Password?" link. The "New User" section is highlighted with a red border and contains the text "Please insert your primary email address below to create an online account:" followed by a "Business Email Id:" label, an empty text input field, and a "Validate" button.

- If you already have AACC credentials for the entered email address, the system will re-send your username and password to the email address that you have entered. Return to the VFA Homepage (<http://vfa.aacc.nche.edu>) and Follow the *Returning User Instructions* (above) to login.
4. Choose your college from the list and click 'Continue'.
5. Enter your contact information and create a username and password. We suggest that you make your username your email address. Click 'Register'.
6. You will be redirected back to the VFA Homepage (<http://vfa.aacc.nche.edu>). Follow the *Returning User Instructions* (above) to login.

Need help? Email [VFA@aacc.nche.edu](mailto:VFA@aacc.nche.edu) for assistance.