

ACCESSING “MY ACCOUNT”

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

Login to your account

- Click “Login” on the upper, right-hand side of the page.
 - If you have forgotten your password, you can use "Forgot Password" after clicking “Login”
- Once you are logged in, your name will show
- Click “My Account”

Navigating to “My Account”

There are three ways to access “My Account”

- “My Account” on the left-hand navigation menu
- “My Account” on the top navigation bar
- “My Account” hyperlink under your name in the upper, right-hand side of the page

STARTING DATA ENTRY

There are three sections of the “My Account” page

- **VFA Key Contact Info**
 - This section provides information on your college and your Key Contact
 - If logged in as a Key Contact, click “Assign Roles” to update or assign other data entry roles
- **Input VFA Data**
 - Click the “Input VFA Data” bar to start entering data
- **View VFA Dashboards**
 - Click “View My College Dashboards” to see the dashboards of your submitted data