At-A-Glance: Accessing My Account & Starting Data Entry

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