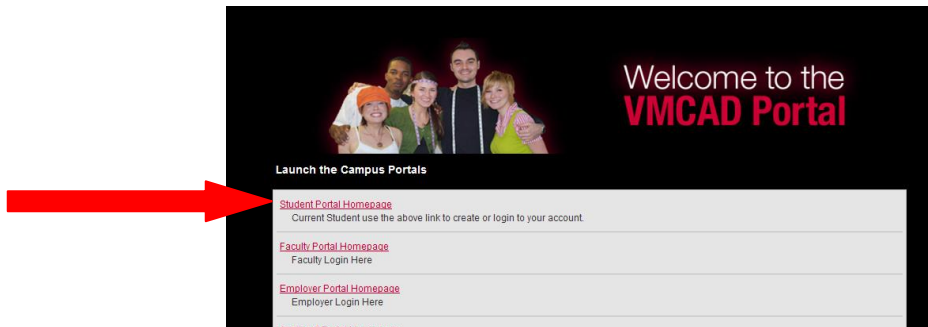
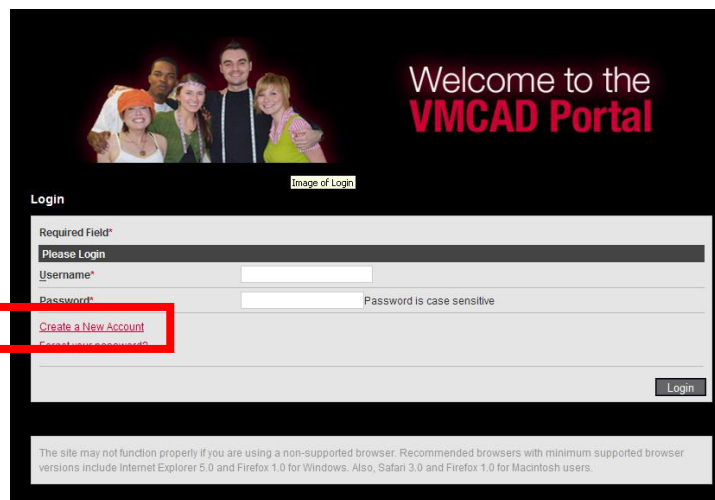


Portal Instructions - Student Account Creation

1. Open up a web browser. You must allow pop-ups for portal.vmcad.edu and mail.vmcad.edu/exchange.
2. To access VMCAD Portal you may type in portal.vmcad.edu



3. Click on Create a New Account



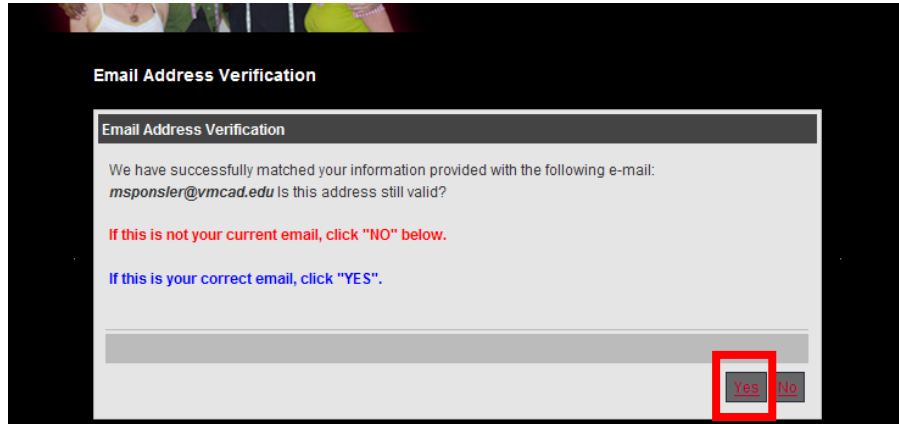
NOTE:

In the step below, you must use the same first name, last name and social security number that the college has on file or you will not be able to create an account. For example, if your name is Tim and your college records are listed under Timothy if you type in Tim, portal will not allow you to proceed to the next step.

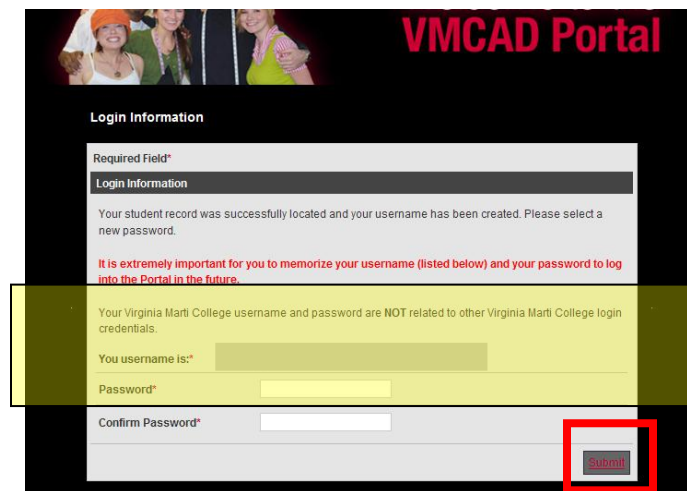
4. Fill in the Social Security Field, First Name Field, Last Name Field and Favorite childhood Friend Field.

5. Click Next

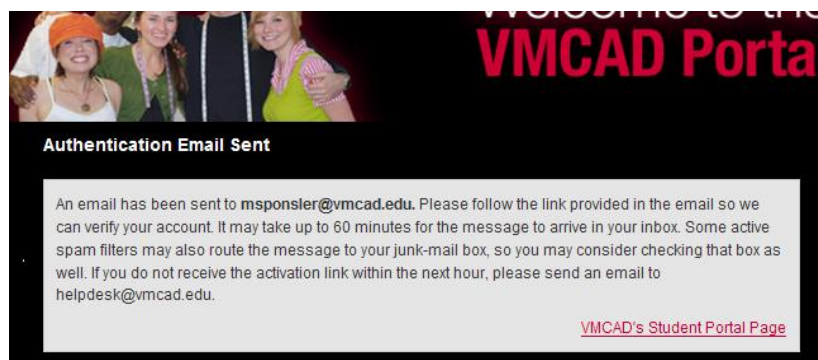
6. On this screen you will confirm your VMCAD email address.
 - a. VMCAD E-Mail addresses, in general, follow the formula of first initial + last name@vmcad.edu. i.e., John Smith's e-mail address is jsmith@vmcad.edu.
 - b. If your VMCAD email address is incorrect, click NO and contact the Help Desk. If your VMCAD email address is correct, click YES.



7. ***This screen below is very important as this is the only time you will see your User Name for portal so pay attention for your User Name – see highlighted square.*** Create a password that you will remember.
8. Click Submit.

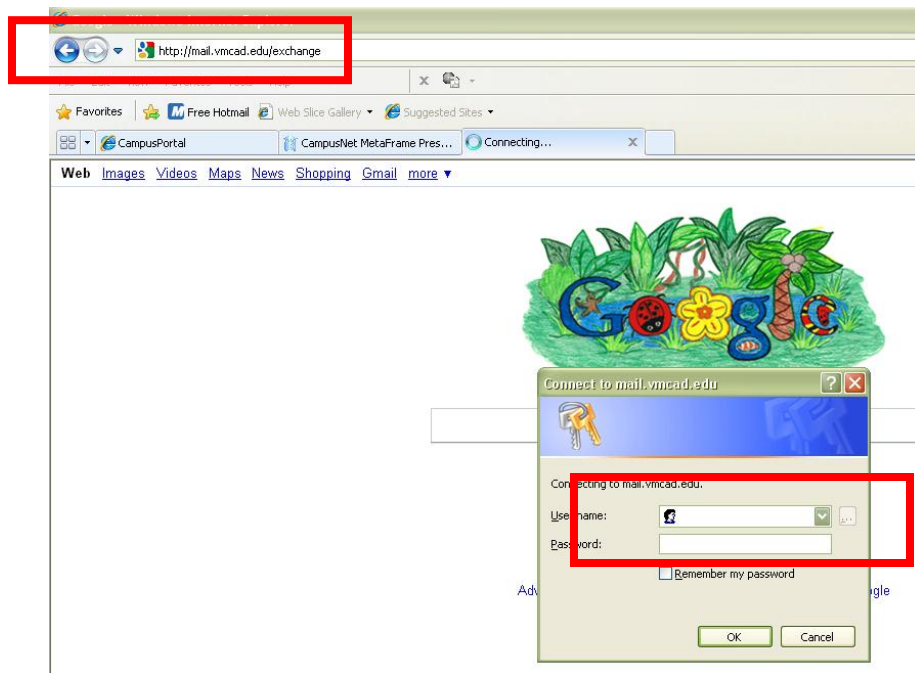


9. This is a confirmation that you have started to create an account. You MUST authenticate through your VMCAD email for your portal account to work.

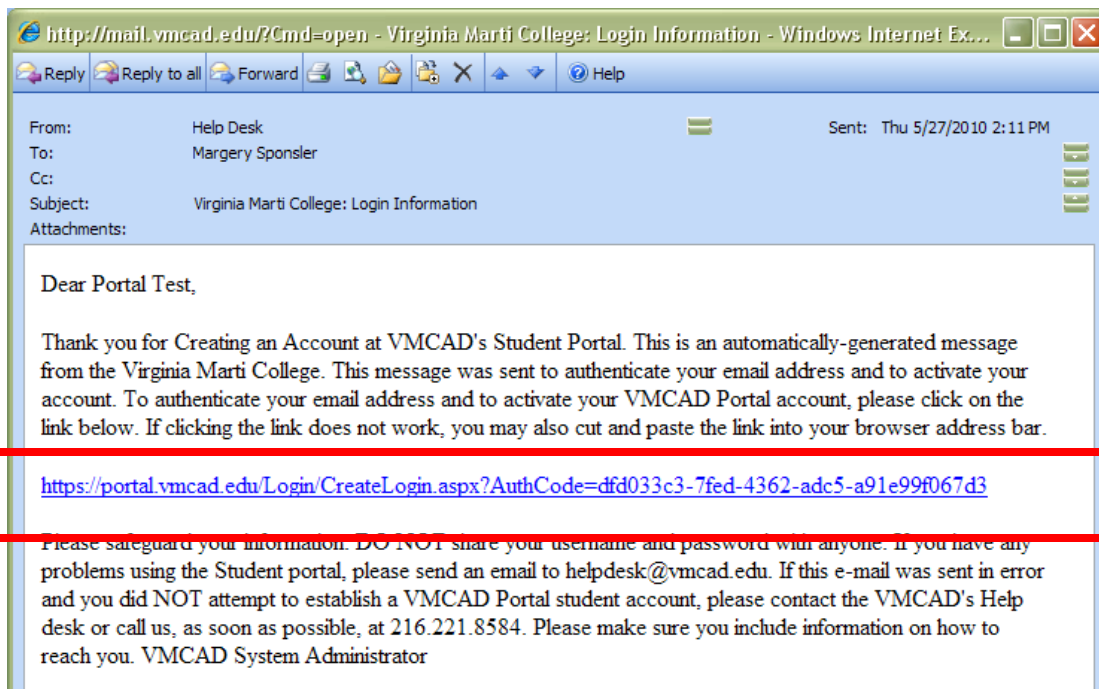


10. To access your VMCAD email, open up a web browser. Type in mail.vmcad.edu/exchange.

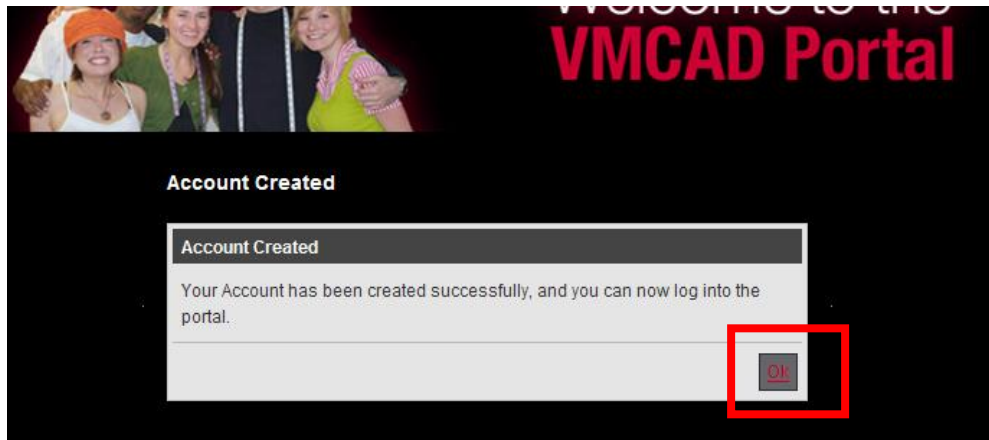
11. The Connect to mail.vmcad.edu box will appear. Here you will type in the same information that you use when you log into a lab. (User Name - first initial, last name and Password – last four digits of your social security number – For example – User Name – jsmith Password - 1111)



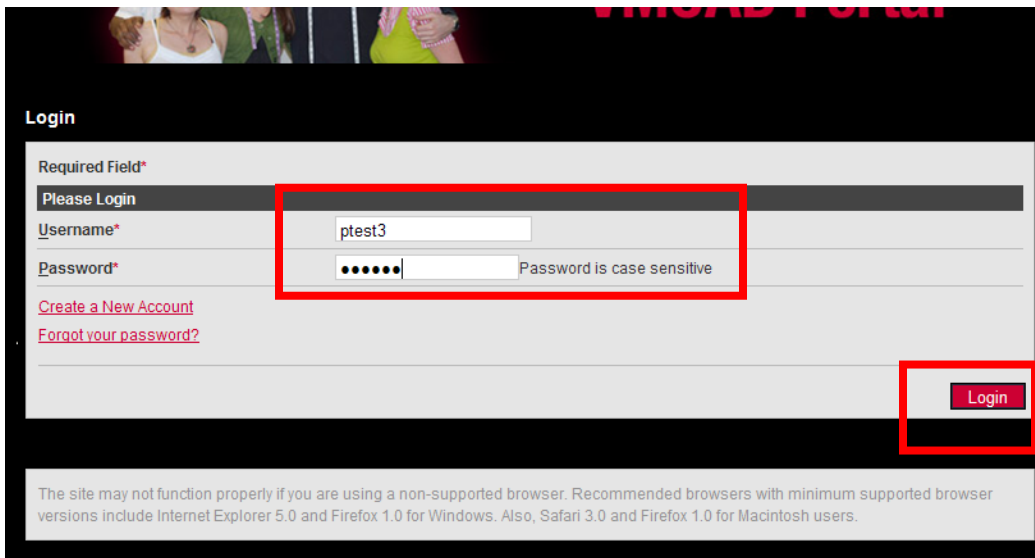
12. Click on the link in the email to authenticate your email address



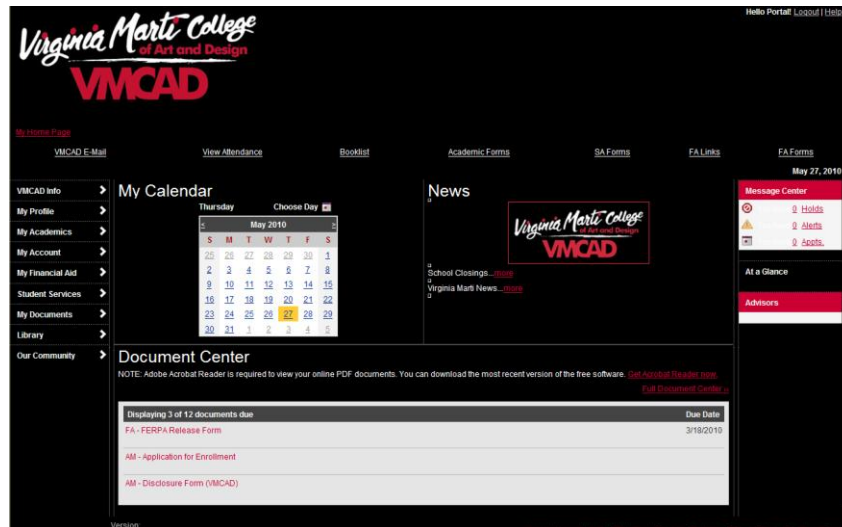
13. Click OK



14. Log into the portal with the User Name assigned to you and Password you created.



15. Below is a sample of the screen you will see when you've logged into portal.



Welcome to the VMCAD Portal!