

VPCONNECT JOB AIDS



VPCONnect: First Time Login

You will receive an email notification when your VPCONnect Administrator has established your account. The email will contain a link to the VPCONnect application, your **User ID** and a **temporary password** that you will have to change when you initially log in.

<p>1. Click on the link and enter your username and password</p>	
<p>2. Page will reload to change your password</p>	
<p>3. Once change is complete, Change Password Complete dialog box is displayed and click "Continue"</p>	
<p>4. Now go to "Account Management" and select User Profile Maintenance screen and set up the security questions</p>	