



New User Activation

This guide provides information about how to activate your VITLAccess user account for the first time. It is for individuals who have been authorized by their organization to have access to VITLAccess.

Activating your account

The Account Activation window is displayed on the right.

- Locate the email from vitlaccess@vitl.net with the link to begin the activation process.
- Enter and submit your email address.
- You will receive an email with your username and instructions to create your password.

This process is time sensitive and must be completed within 20 minutes.

*If you do not receive a link, check your spam folder or contact [VITL Support](#).

Securing your account

The Security Questions window is displayed on the right.

- You will be prompted to select and answer two security questions.
- You can also create a personal security question by clicking the **Other** box next to the question.
- You cannot use the same question twice.

Setting your password

The Set Password window is displayed on the right.

- You will be prompted to enter a password.
- Passwords must include:
 - 12 – 25 characters
 - At least one lower case letter
 - At least one upper case letter
 - At least one number
 - At least one special character
- Enter your password twice before clicking submit.
- You will be prompted to read and accept the End User License Agreement.
- Clicking accept to the agreement will log you into VITLAccess.