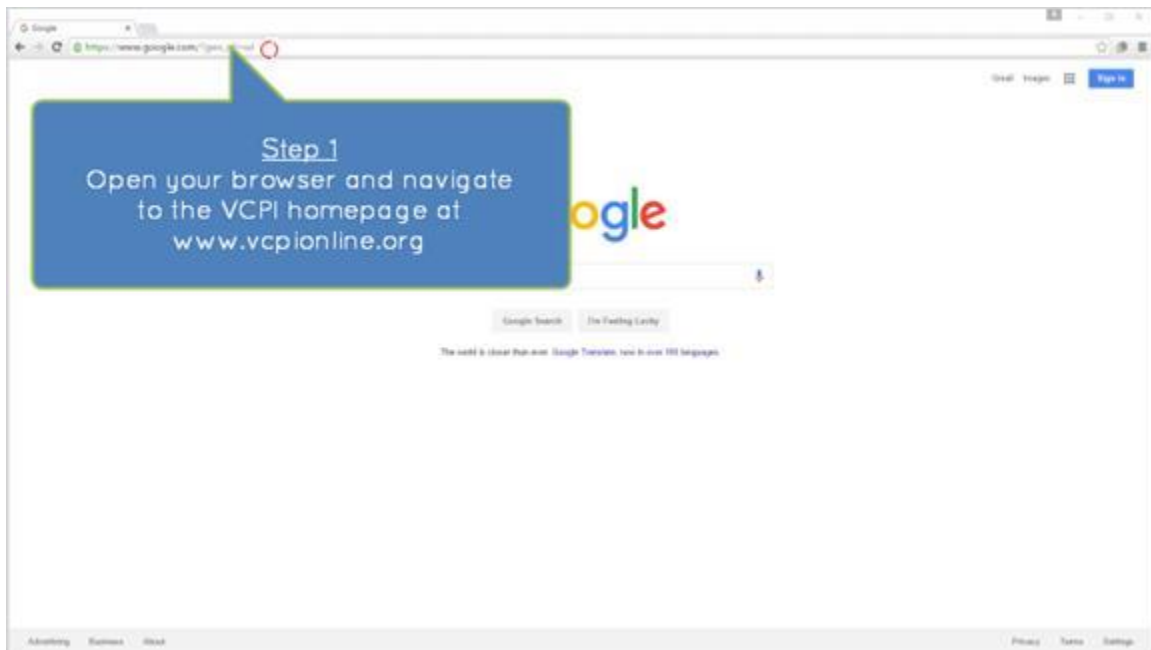


Classroom Training: New User Registration

How to create a VCPI account



Step 1 – Open your browser and navigate to the VCPI homepage at www.vcpionline.org



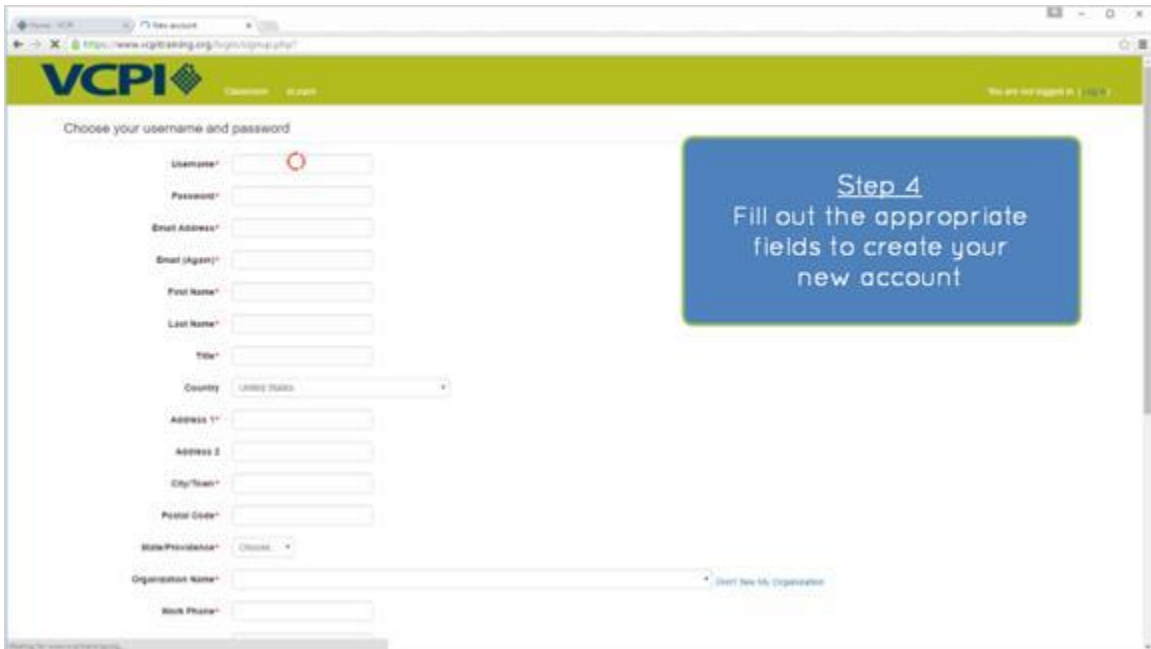
Step 2 – Click the “Login” link in the top right corner of your browser



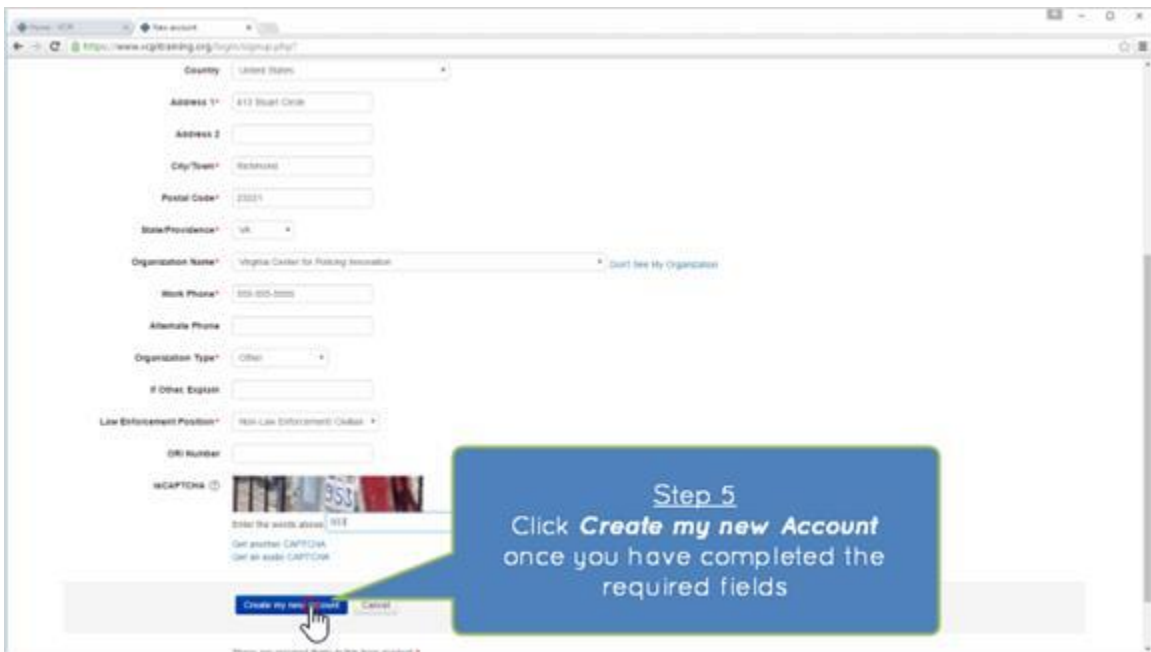
Step 3 – Click “Create new Account”



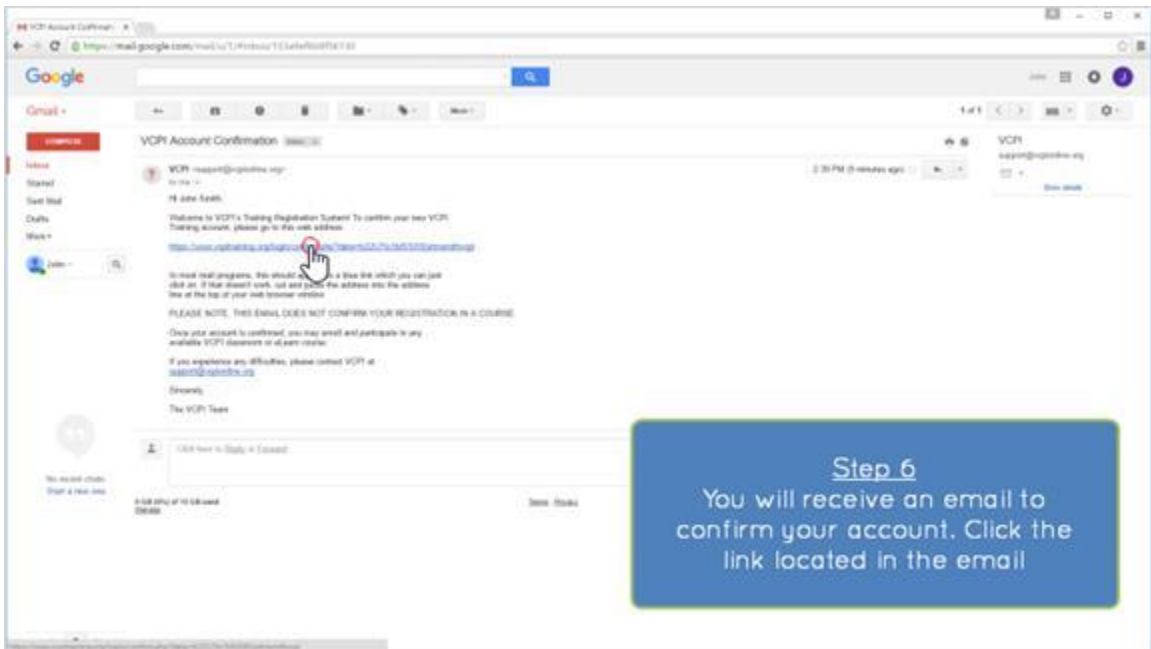
Step 4 – Fill out the appropriate fields to create your new account



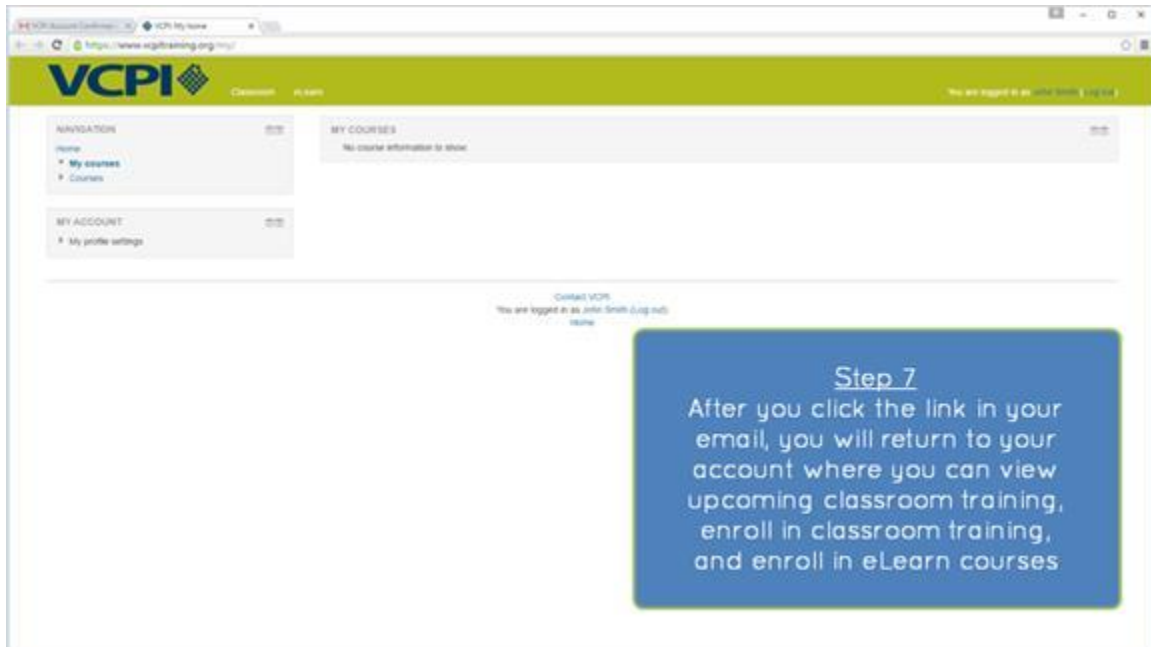
Step 5 – Click “Create my new Account” once you have completed the required fields



Step 6 – You will receive an email to confirm your account. Click the link located in that email



Step 7 – After you click the link in your email, you will return to your account where you can view upcoming classroom training, enroll in classroom training, and enroll in eLearn courses



Thank you for registering your new VCPI account! We hope you'll keep us in mind for your future training needs. Don't forget to check out our classroom calendar and our eLearn center for online courses.