

## Accessing My VHCC:

1. Go to the VHCC Homepage at [www.vhcc.edu](http://www.vhcc.edu)
2. Click on the **My VHCC** icon in the middle right:



## First Login

The first time you log into the New My VHCC, you will be prompted to **Set Security questions** - You need to set **Five (5)** security questions and answers to be used if you forget your password or when it expires. You may choose one of theirs or type your own questions

Please provide security questions and supply an answer that only you will know. These questions will be used if you need to reset your password in the future. Choose from the questions below or provide your own questions.

In what city were you born?  
 What is the name of your favorite pet?  
 What is the model of your favorite car?  
 What is your mother's maiden name?  
 What is the high school you last attended?

Return to Account Details

Return to Home Page

**Update Password Reset Questions**

Please create or Update your questions. Answers must be one or more characters long.

Your Question  Correct Response to your question  Show Text

Your Question  Correct Response to your question  Show Text

Your Question  Correct Response to your question  Show Text

Your Question  Correct Response to your question  Show Text

Your Question  Correct Response to your question  Show Text

Save

Click **Save** at the bottom of the question pane to set your Q&A.

You CAN go around this step by clicking the Return to Home Page, but you will be prompted continually until you do set the questions.

## Logging into My VHCC:

1. If you do not have your username click on the **Forgot Username** button to look up your username and set a temporary password. Once you have your username, continue to next step.
2. Enter your Username in the box
3. Enter your temporary Password (you will be prompted immediately to change it.)
4. Click Sign In

Virginia Highlands COMMUNITY COLLEGE

My Username

Username

My Password

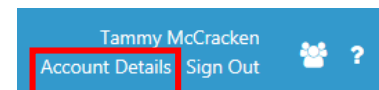
Password

**SIGN IN**

Forgot Password | Forgot Username

## Changing Passwords:

1. If you are a first time user you will be prompted automatically. If you are not, you will need to click **Account Details** in top right of screen
2. Click Change your Password button
3. Type your **New password** in the box, then once again just below that



**Reset Password**

New Password:

Verify New Password:

OK Cancel

**Note:** Password Requirements:

- a. 8–32 Characters in Length
  - b. At least one UPPERCASE letter
  - c. At least one lowercase letter
  - d. At least one Number (0–9)
  - e. At least one Special Character (e.g. !@\$%)
4. **Set Security questions**—If you have not already, you need to set **5** security questions and answers to be used if you forget your password or when it expires. You may choose one of theirs (top of screen) or type your own questions. **Keep the answers simple, but unique to you**—they will ask you a random 3 of the 5.
5. Click **OK** at the bottom of the screen. You will be prompted to log in using the new password.  
✓ You will get an email notification that your password has been reset.

**Note:** Please allow 10 minutes between changing your password and accessing Blackboard or SIS.