

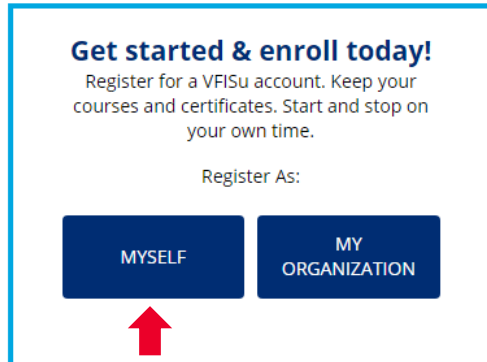


User Guide

Revised 6/2021

Registration

1. Register an account by selecting the “Myself” button.



2. Complete the registration form.
3. Review the terms and conditions.
4. Select the checkbox to agree to the terms and conditions.
5. Select the “Submit” button.
6. Check your email for a series of three (3) emails to complete the registration process:

Did Not Receive an Email?
Remember to check your SPAM folder and email filter settings.

Email #1
FROM: donotreply
SUBJECT: A Signup Update Notification Email (VFIS)

The first email indicates your registration has been received and your account is waiting to be approved by VFIS. The verification may take up to 2 business days.

Email #2
FROM: donotreply
SUBJECT: SignUp Update Notification Email (VFIS)

The second email indicates your account has been approved by VFIS.



Email #3

FROM: support
SUBJECT: Vector Solutions Email Verification

The third email indicates your account is ready for activation. This email contains a verification link that you will have to select to activate your account within Vector Solutions. This verification link is valid for a single use only. If your verification link has expired, contact VFIS University Account Assistance.

Did Not Receive an Email?

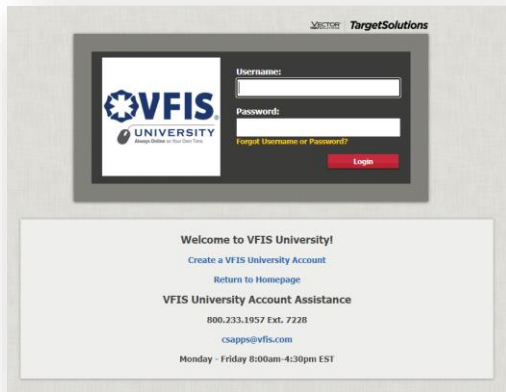
Remember to check your SPAM folder and email filter settings.

Access Account

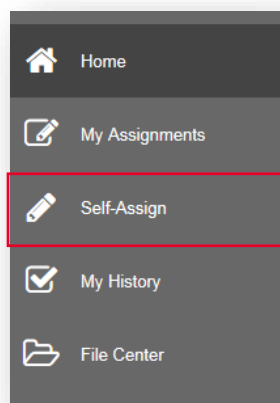
1. Access courses by selecting the “VFISu (USA)” button.



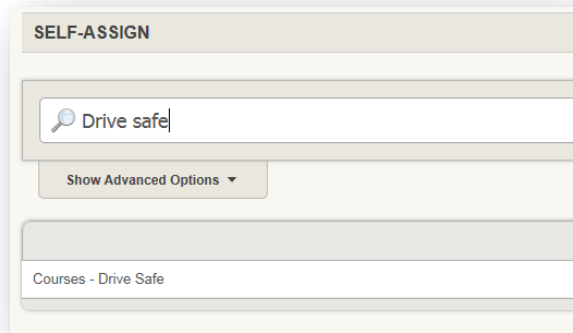
2. Login using your username and password.



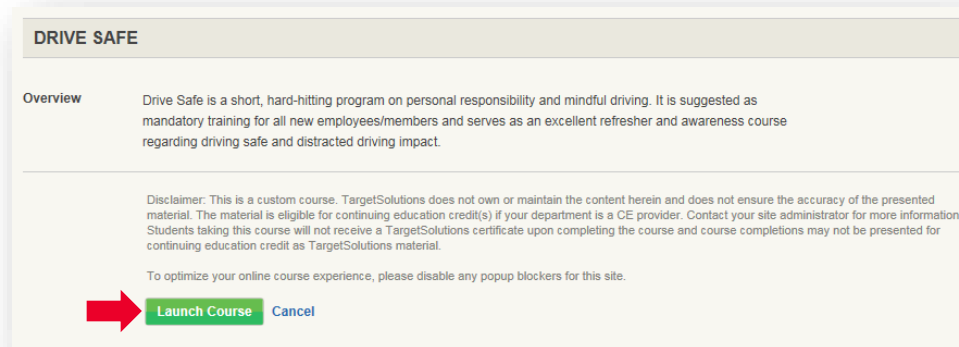
3. Select “Self-Assign” from the left navigation bar.



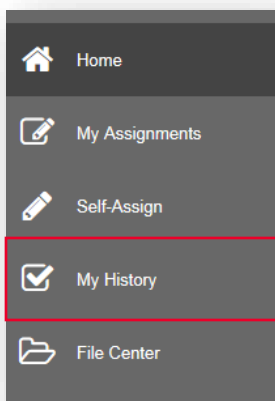
4. Search and select courses from the list.



5. Select the "Launch Course" button to begin the course.



6. Upon completion, access your certificate of completion by selecting "My History" from the left navigation bar.



Purchase Additional Courses

As a registered user of VFIS University, you have access to 90+ online courses developed by VFIS and 500+ courses developed by Vector Solutions. As a VFIS client, all 90+ online courses developed by VFIS; as well as, a list of 12 online courses from the Vector Solutions catalog are available free of charge. Additional online courses developed by Vector Solutions can be purchased for an additional fee.



90+
Online Courses
FREE



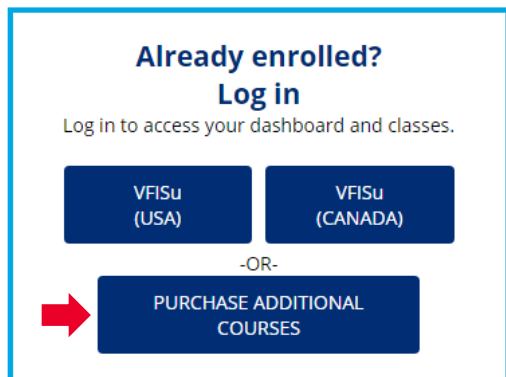
12
Online Courses
FREE



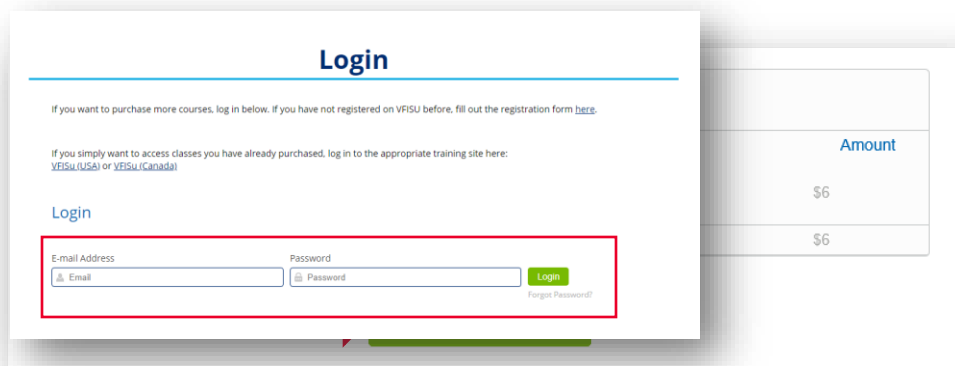
500+
Online Courses
Additional Fee

*Non-Clients are charged additional fees for all online courses.

1. Access courses by selecting the “Purchase Additional Courses” button.



2. Login using your username and password.
3. Search courses from the list.
4. Select the dollar amount to purchase a course.



5. Select the “Review and Continue” button.
6. Checkout using PayPal.
7. Return to www.vfis.com once the purchase has been completed.
8. Follow the instructions to access your account to complete the purchased course.

Need Assistance?

VFIS University Account Assistance

csapps@vfis.com

1.800.233.1957 ext. 7228

For Assistance with:

Login Information

Supervisor Access

Billing/Payment

Content within a VFIS University course

Vector Solutions Technical Support

publicsector.support@vectorsolutions.com

1.800.840.8048

For Assistance with:

Technical Issues

Content within a Vector Solutions course

