



Welcome to myVCFA, the Secure Student Portal

<https://myvcfa.vcfa.edu/Home.aspx>

There are several things VCFA students and alumni can do via myVCFA, the secure student portal:

- Access billing statements
 - Make tuition payments by credit card
 - Review your academic records
 - View and print unofficial transcripts (no charge)
 - Request and pay for official transcripts (\$10 each)
 - View and print your semester schedule
 - Manage your contact information (address, phone numbers, etc.)
- ***If you do not have an account yet***, select “**Request Account.**” You will need to provide your student ID# (all 9 digits, which can be found on your student ID card), first name, last name, and date of birth. You’ll then receive an email from a “DoNotReply” address which will include instructions and a temporary password for logging into the portal the first time. You will be instructed how to change the password to one of your liking. Please note that your Username is in firstname.lastname format.
 - ***If you have an account but cannot remember your password***, we will have to create a new account as if you are a new user. Please notify one of the folks listed below and we will assist. You will then proceed as noted above.
 - **Please record your newly created password in a safe location for future use!** (The “Forgot Password” function doesn’t work properly at this time.)
 - **Username Format:** Firstname.Lastname
(You must use your first name and last name as recorded in VCFA’s Student Information System.)
 - **IMPORTANT: Be sure to turn off Pop-Up Blockers!** Pop-Up Blockers often cause problems accessing the portal or making payments through the portal. This is especially true for Mac users who are using the Firefox web browser. You will need to disable Firefox’s Pop-Up Blocker before you can make a payment through the portal.

If you have any trouble with the portal, please contact any of the VCFA staff members below:

Jody Maunsell, Registrar: Jody.Maunsell@vcfa.edu

Peter Timpone, IT Director: Peter.Timpone@vcfa.edu

Kate Gustafson, Bursar: Katie.Gustafson@vcfa.edu.