



myVCFA Secure Portal

Website: <https://vcfacommunity.vcfa.edu/Home.aspx>

There are several things VCFA students can do via the secure **myVCFA** portal:

- Access billing statements
- Make tuition payments by credit card
- Request and pay for official transcripts (\$10 each)
- View and print unofficial transcripts (no charge)
- View and print your semester schedule
- Manage your personal 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 for logging into the portal the first time, along with your User Name and a generic Password (which you can then change to one of your choosing).

• **If you have an account but cannot remember your password**, please notify one of the folks listed below and we will recreate your account as if you are a new user. You’ll then receive an email from a DoNotReply address which will include instructions for logging into the portal the first time, along with your User Name and a generic Password (which you can then change to one of your choosing).

• **Please record your newly created password in a safe location for future use!** (The “Forgot Password” function doesn’t seem to be working properly at this time.)

• **User Name Format:** Firstname.Lastname
(You must use your first name and last name as entered 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.

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If you have any trouble with the portal, please contact any of the people below:

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

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

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