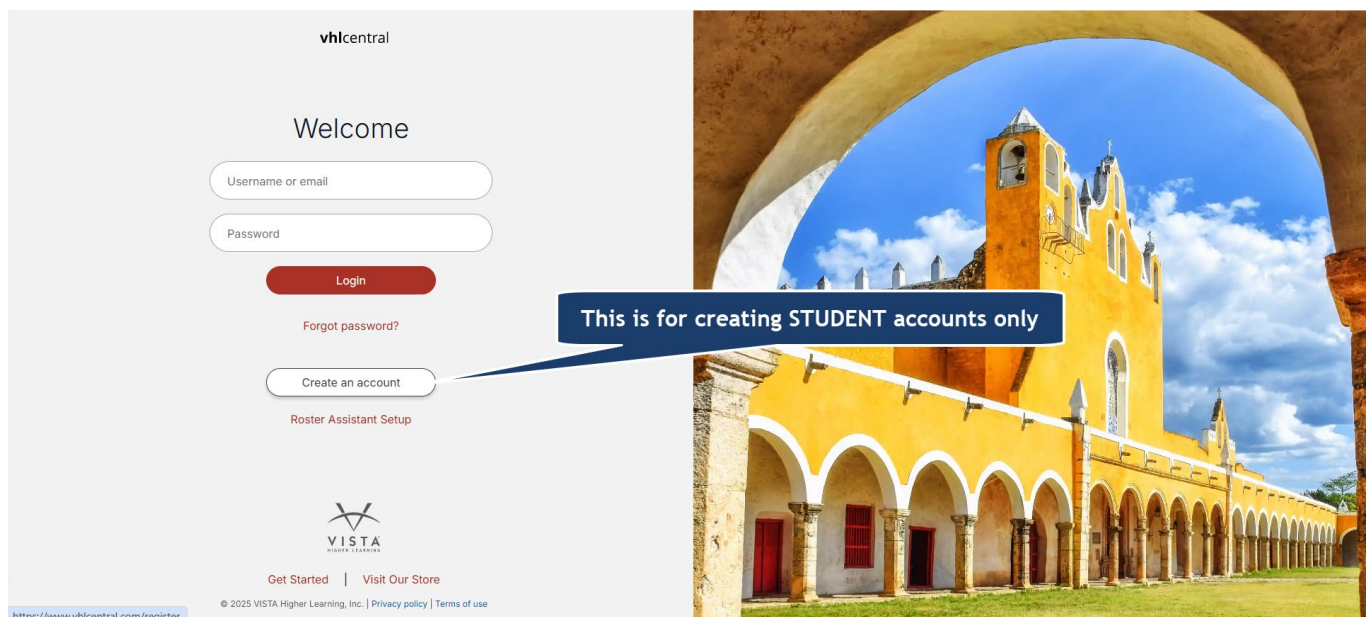




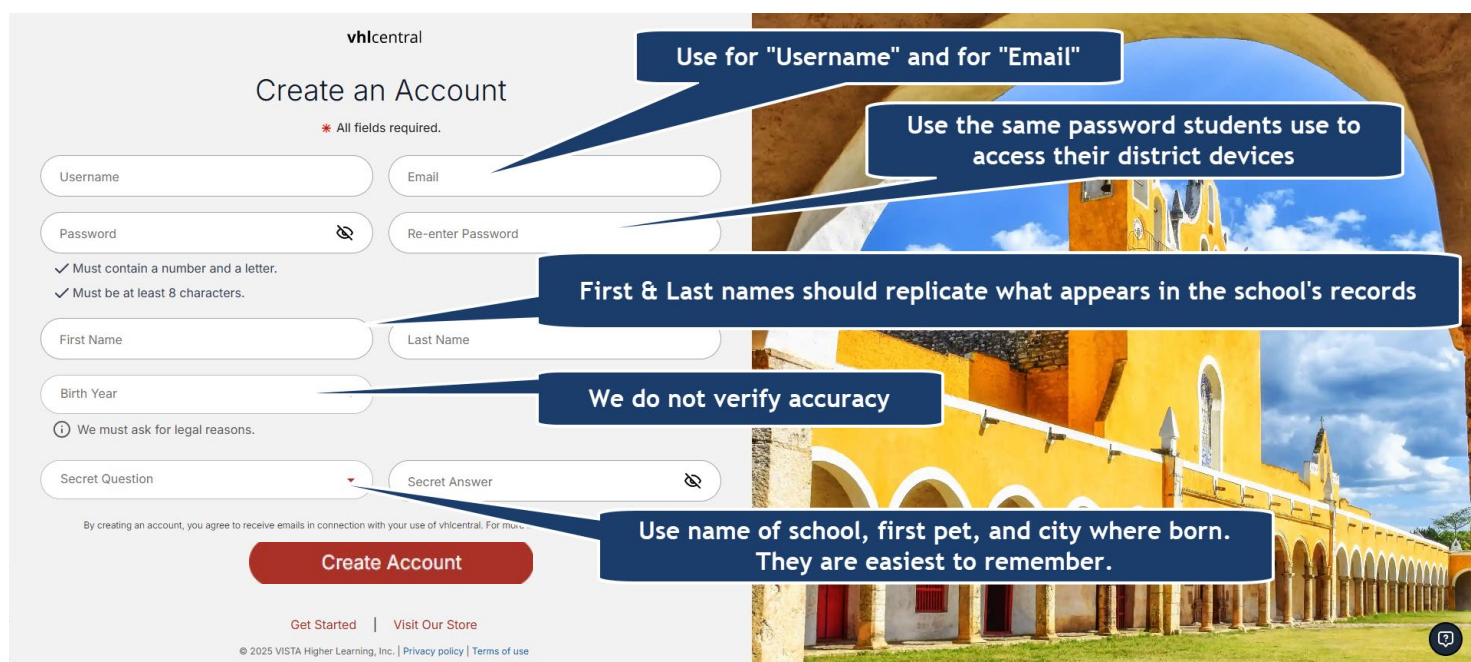
Before students can gain access, the **teacher must first create a class** (level of language) **and section(s)** (periods/blocks).

Instruct students to go to [vhlcentral.com](https://vhlcentral.com). Once there, they should click "Create an account."

For private schools: If they use codes and do not have a code for this class, they will be prompted to purchase one.



At the next window, students create their account with several pieces of information (see hints below). If students do not have a school email address, you can create a fake one for them to use. The password should be the same password students use to gain access to the school's devices or the school's site. Keep usernames and passwords systematic so that you can assist students when they need to recall their information. When they are finished, click **"Create Account"**.



**vh!central**

### Create an Account

\* All fields required.

Username  Email

Password  Re-enter Password

✓ Must contain a number and a letter.  
✓ Must be at least 8 characters.

First Name  Last Name

Birth Year

ⓘ We must ask for legal reasons.

Secret Question  Secret Answer

By creating an account, you agree to receive emails in connection with your use of vh!central. For more...

**Create Account**

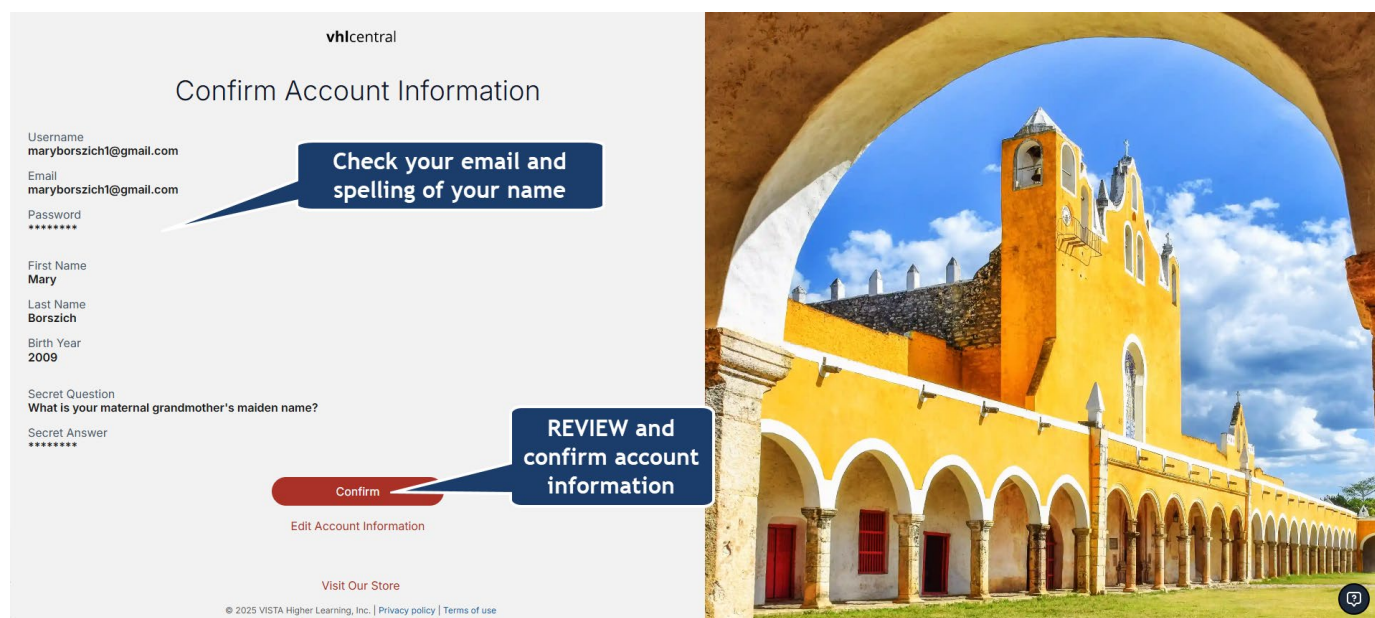
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**Callout Boxes:**

- Use for "Username" and for "Email"
- Use the same password students use to access their district devices
- First & Last names should replicate what appears in the school's records
- We do not verify accuracy
- Use name of school, first pet, and city where born. They are easiest to remember.

Once the student clicks "Create Account," they will see a confirmation screen and should be certain **to review the spelling of their email address and name** before confirming.



**vh!central**

### Confirm Account Information

Username  
maryborszich1@gmail.com

Email  
maryborszich1@gmail.com

Password  
\*\*\*\*\*

First Name  
Mary

Last Name  
Borszich

Birth Year  
2009

Secret Question  
What is your maternal grandmother's maiden name?

Secret Answer  
\*\*\*\*\*

**Confirm**

[Edit Account Information](#)

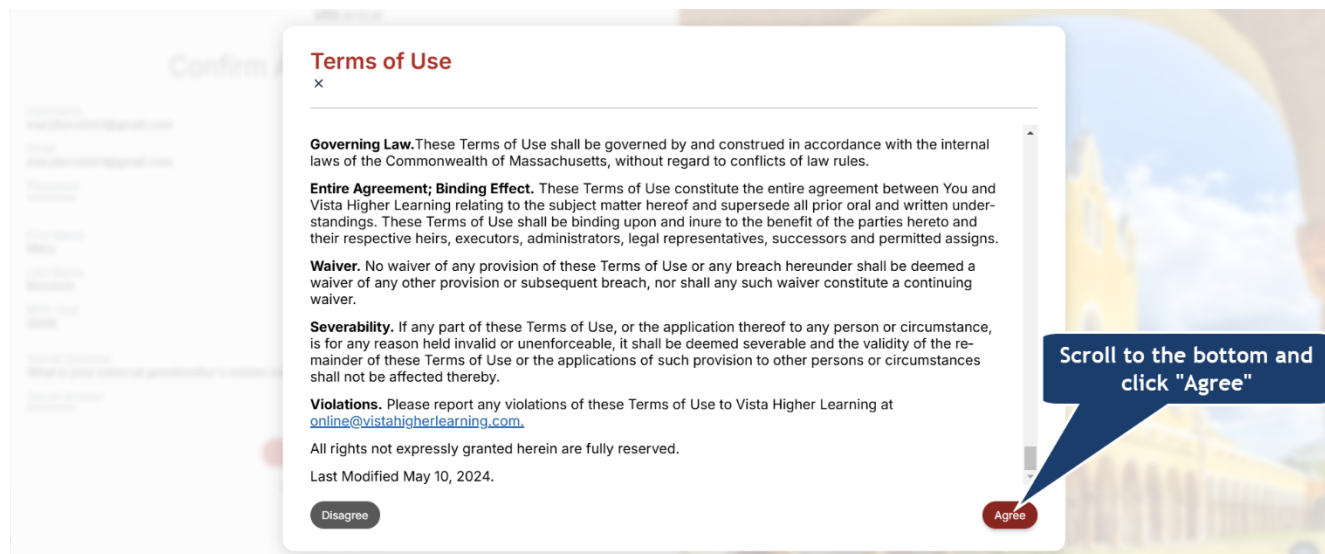
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**Callout Boxes:**

- Check your email and spelling of your name
- REVIEW and confirm account information

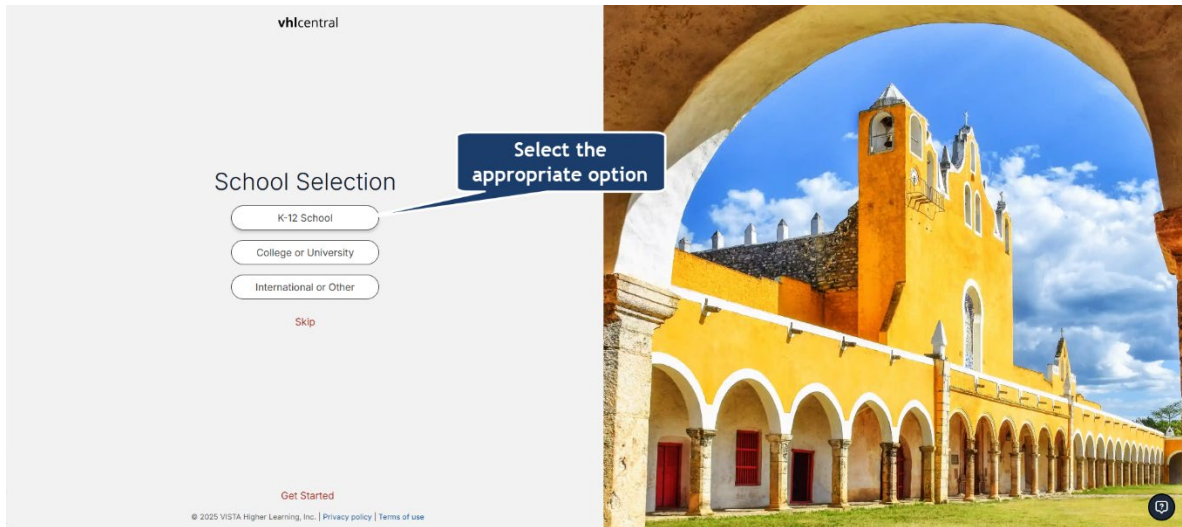
After confirming their account information, students are brought to a terms of Use page. Students need to scroll to the bottom and click on “Agree.”



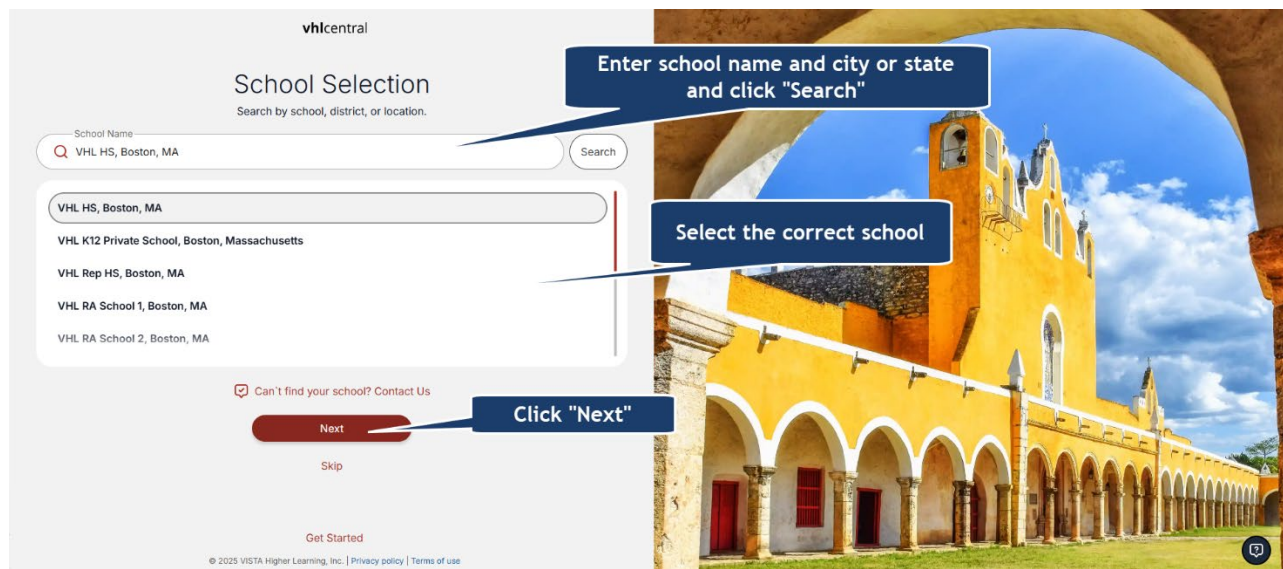
Once the student clicks “Agree,” they will see a welcome screen and should click “Enroll in a Course.”



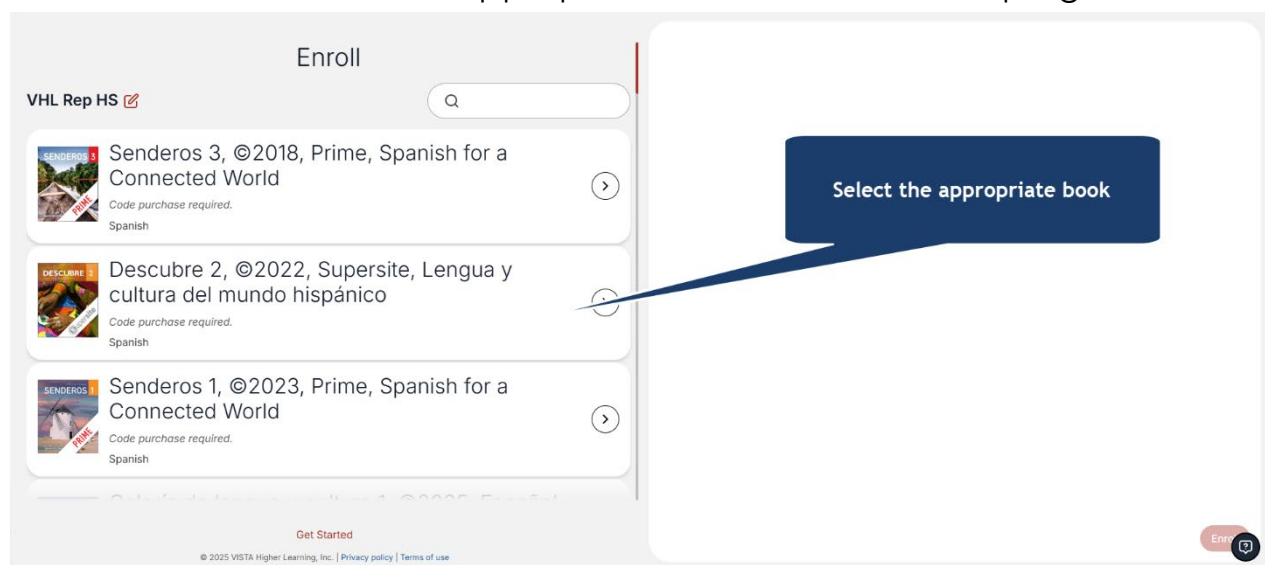
The student will then click "K-12 School" (or International, if applicable).



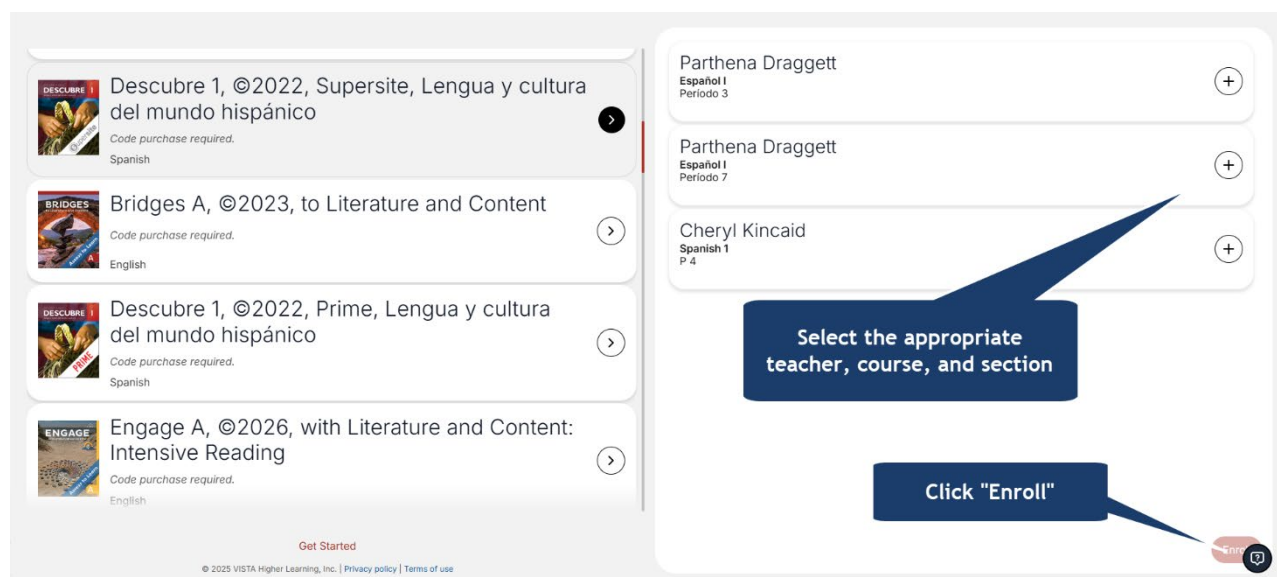
The student now must provide the school's information. Typically, the keywords of the school name and the city or state will narrow the search enough for the students to select the correct school. It is critical that the students pay attention to which school they are selecting. School names are common across the country, so the students should be careful to select the one in the correct city and state when the options are listed.



Once students select the correct school, they will see a list of all the Vista programs the school uses AND which teachers have already created classes and sections. The students should then select the appropriate book cover for their program.



Once they have selected a book cover, students will see all of the classes and sections that have been created for their school. Students should then select the correct teacher and then the correct class and section.



If students select the wrong class and section, they can follow the instructions in the Enrolling Students in a Class guide.

**IMPORTANT** – Once students create an account in **vhlcentral**, they never need to do so again. They will simply use the same username and password every year.

**Have questions or want to learn more? Contact your rep at [vistahigherlearning.com/support/find-a-rep](https://vistahigherlearning.com/support/find-a-rep)**