

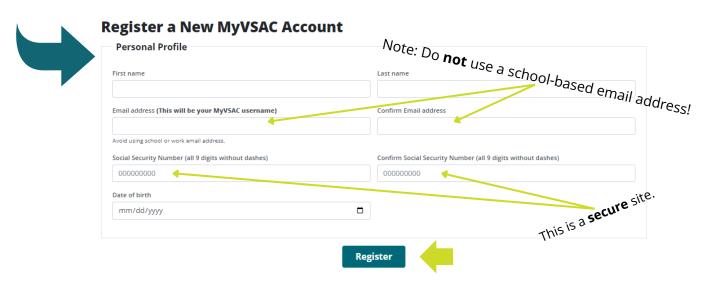
## How to Create a MyVSAC Account

Navigate to vsac.org and click on "MyVSAC" at the top of the page

MyVSAC



Fill in the details in each field and click "Register"



## You're not done yet!

Check your email for an activation link, it will be from INFO@vsac.org

Click the link to create your password, security question, and set up

Multi-Factor Authentication (MFA); a required, added layer of security to your account.

Turn Over



Create a password and security question

password requirements
Account Security  Select a secret question
-Choose your Security Question-
Answer to selected secret question Secret Answer Requirements secret answer must be at least 4 characters long

Proceed to Login and enter your email and password, then
Review and Accept the Terms and Conditions

Accept Decline to Continue

You will be prompted to set up MFA when you log in the first time. Choose at least one of the three options for verification: Google Authenticator, OKTA Verify, or using a text or phone number.

## Tips:

- If you use Google Authenticator or OKTA Verify, download the app before scanning the QR code.
- Authenticator apps work over Wi-Fi.
- You can select to use a phone number to verify. If it is a landline, you can select to receive the code as a voice call.
- Only one form of MFA is required. Once you set one up, the text on the Set-Up Security Methods
  page reads "Set up later". This does not mean the set up was unsuccessful. You can click "Set up
  later" to progress into MyVSAC.

\*Each time you log into MyVSAC, you will be prompted to verify yourself using the MFA option you selected.

