Step By Step Guide to the VSA

1. Click the green Sign up button in the middle of the page, and you will be redirected to a new page.

2. Fill in the information and create a password. Accept the terms and conditions by checking the box and clicking the Blue Next Button. You will be redirected to a new page.
3. Fill in the information and select from the drop down options that best describe you and select the organization you are affiliated with. If you are not affiliated with any of the options, select Not Affiliated with Organization. If you have been given a UPMC code, please fill it in or ignore this field if you do not have one. Please select from the drop down for “Are you a parent or guardian creating an account for a child?” Then select the blue Next Button.

4. Fill out any additional information you want us to know. Click Blue Next Button.
5. Click the blue Sign Up button.

6. Please check your email (including your spam or junk box) to complete your sign up.
7. Click the blue link in the middle of the email page to be redirected back to the Virtual Senior Academy.

8. Click the blue log in button and it will redirect you to log in!
9. Log in with the same email address and password you signed up with.

10. Click the classes drop down and explore the classes and register for the classes you find interesting.
11. To register for a class, click the Green Register button and you will be redirected to the page.

12. It will open a new page with more info on the course and you will have to click the green Register button again to finish registering for the class.
13. the button will turn grey and ask if you want to unregister. You are registered for this class and can return to the classes tab to keep exploring the class selection. If you registered by mistake you can re-click the button to unregister. If you click the Home button on the top of the screen, you will be redirected to your dashboard where you will see the class you registered for.

14. To join the class you have signed up for when the class is set to begin, click the Join Now button in blue and you will be redirected to a new page.
15. If you do not have the zoom link launch, click Launch Meeting in blue to enter the zoom room. It may ask you if you would like to join with your camera and microphone. Some classes are recorded and if you do not wish to be recorded, please choose to not share your camera. Otherwise please mute when you join and select to show your camera. This is an interactive platform and designed to be a space for question and conversation. Some presentations will have a Q&A section at the end and also have the option for putting the question in the chat box at the bottom and it will be answered by the presenter.

16. After the class you will be prompted with a survey, click the green Take Survey button and be directed to the survey.
17. Please take the survey and answer all questions and add comments in the box.

18. From there you can choose to click the green Home Page button or Back to Class History or exit the VSA.