



Student Grace Period Instructions

Dear Student,

You will be given access to a grace period that allows you to use the course for two weeks.

Your instructor must grant you access to the Grace Period. However, you must first create a VHL account before your instructor can grant you access.

To create a VHL account:

1. Go to www.vhlcentral.com
2. Click Create an account under Log in on the VHLCENTRAL home page.
3. Follow the instructions to register and enroll.
 1. Add a new school. Verify the information and type the school name and select from the options. (Make sure you choose the correct campus)
 2. Click on Select school.
 3. The system will give you the option to activate a code but since you do not have one yet, click on Skip this step and choose from one of the book covers available.
 4. Next click on Show courses to see the instructor, course, and section.
 5. Once you have located the appropriate course, click on Select course.

Once you have completed the steps above you should receive a message: **You have successfully joined your course.**

Once you receive this message, contact your instructor. You need to provide your instructor with the email address you used to create your account in order for him/her to grant you access to a grace period.

Note: You must purchase an access code before the end of the two weeks to continue access to the course. There will be no extensions to grace periods beyond the original period.