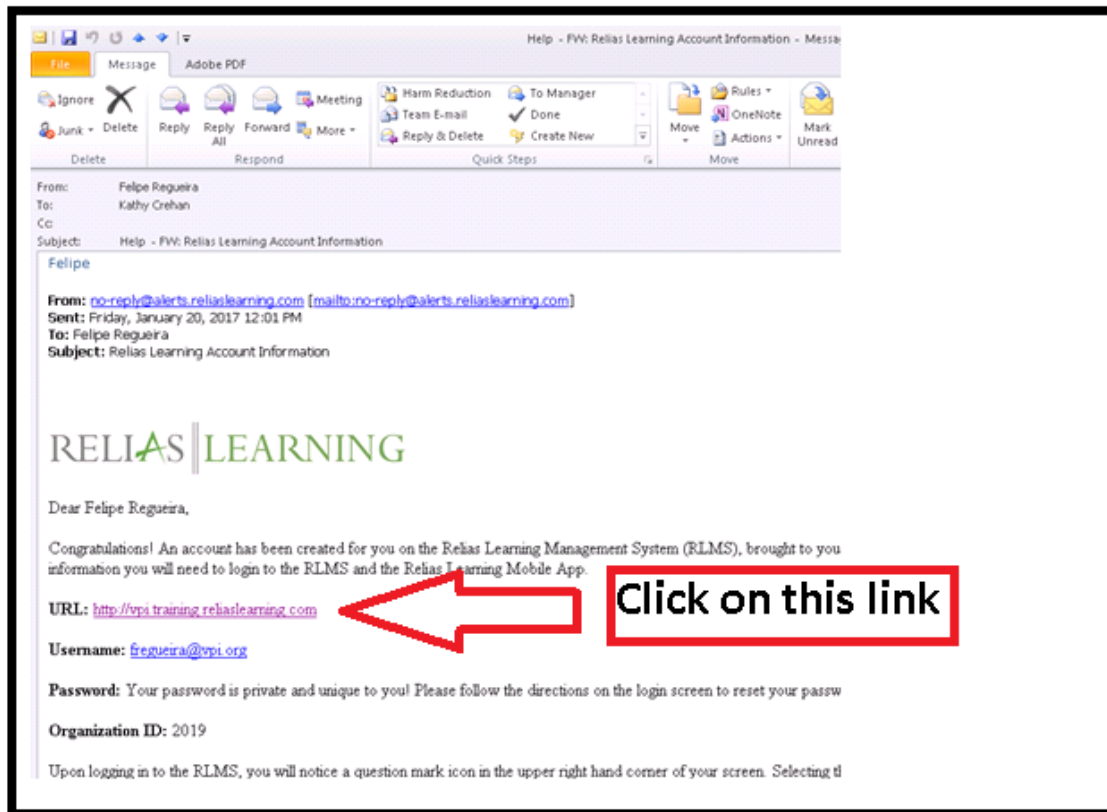
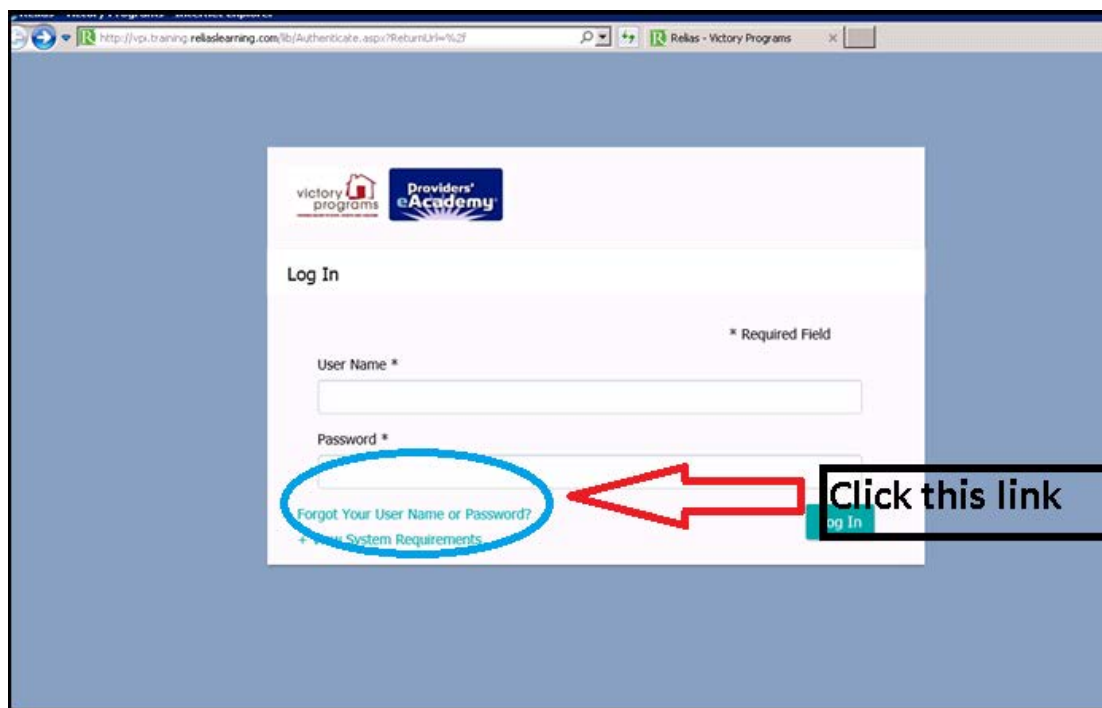


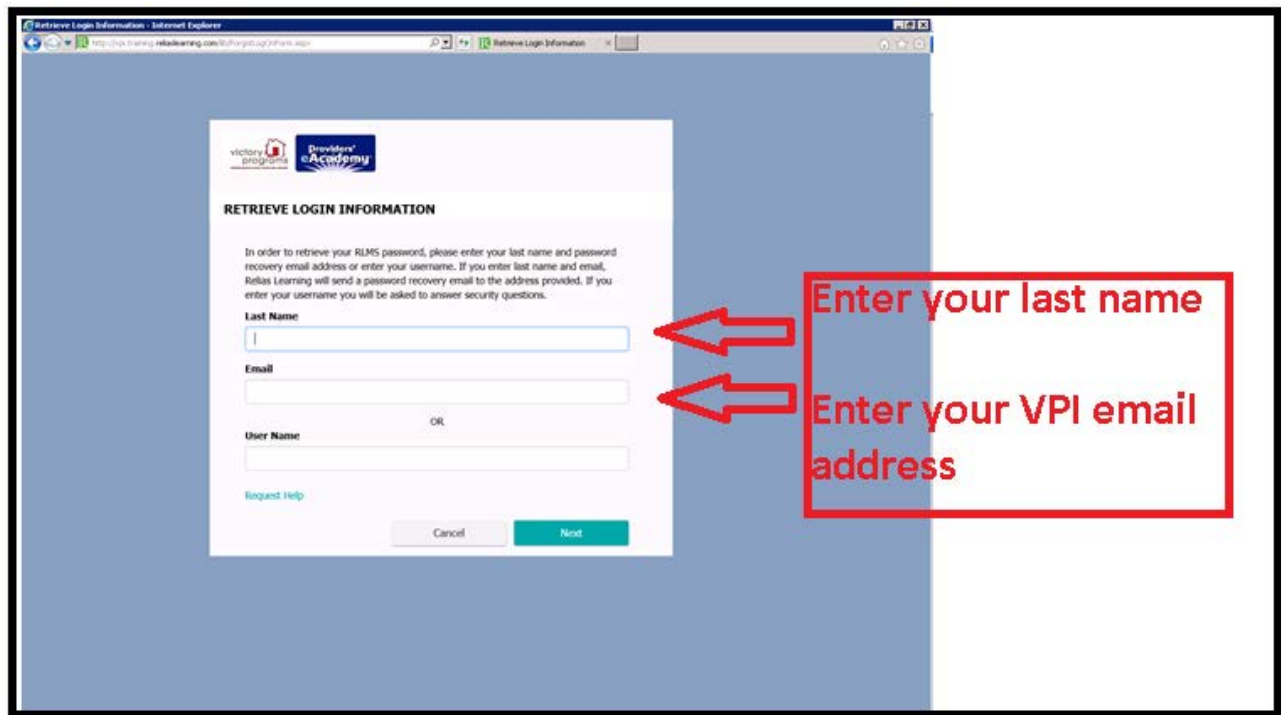
1. Click on link in email to eAcademy training page.



2. Once it opens, click on the link for forgotten username or password:



3. Enter your last name, VPI email address and click next:



The screenshot shows a web browser window titled "Retrieve Login Information - Internet Explorer". The address bar shows the URL "http://vpi.training.rutlandlearning.com/60/vpi/pb/og/initials.aspx". The page features the "victory programs" and "Providers' Academy" logos at the top. Below the logos, the heading "RETRIEVE LOGIN INFORMATION" is displayed. A paragraph of text explains the process: "In order to retrieve your RMS password, please enter your last name and password recovery email address or enter your username. If you enter last name and email, Rutland Learning will send a password recovery email to the address provided. If you enter your username you will be asked to answer security questions." The form contains three input fields: "Last Name", "Email", and "User Name". The "Last Name" and "Email" fields are highlighted with a red box, and two red arrows point to them from the right, with the text "Enter your last name" and "Enter your VPI email address" respectively. Below the "Email" field is a small "OR" label. The "User Name" field is below that. At the bottom left of the form is a link "Request Help". At the bottom right are two buttons: "Cancel" and "Next".

RETRIEVE LOGIN INFORMATION

In order to retrieve your RMS password, please enter your last name and password recovery email address or enter your username. If you enter last name and email, Rutland Learning will send a password recovery email to the address provided. If you enter your username you will be asked to answer security questions.

Last Name

Email

OR

User Name

[Request Help](#)

Cancel Next

Enter your last name

Enter your VPI email address

4. You will receive an email with instructions and a temporary password that you will be required to change once you log in.