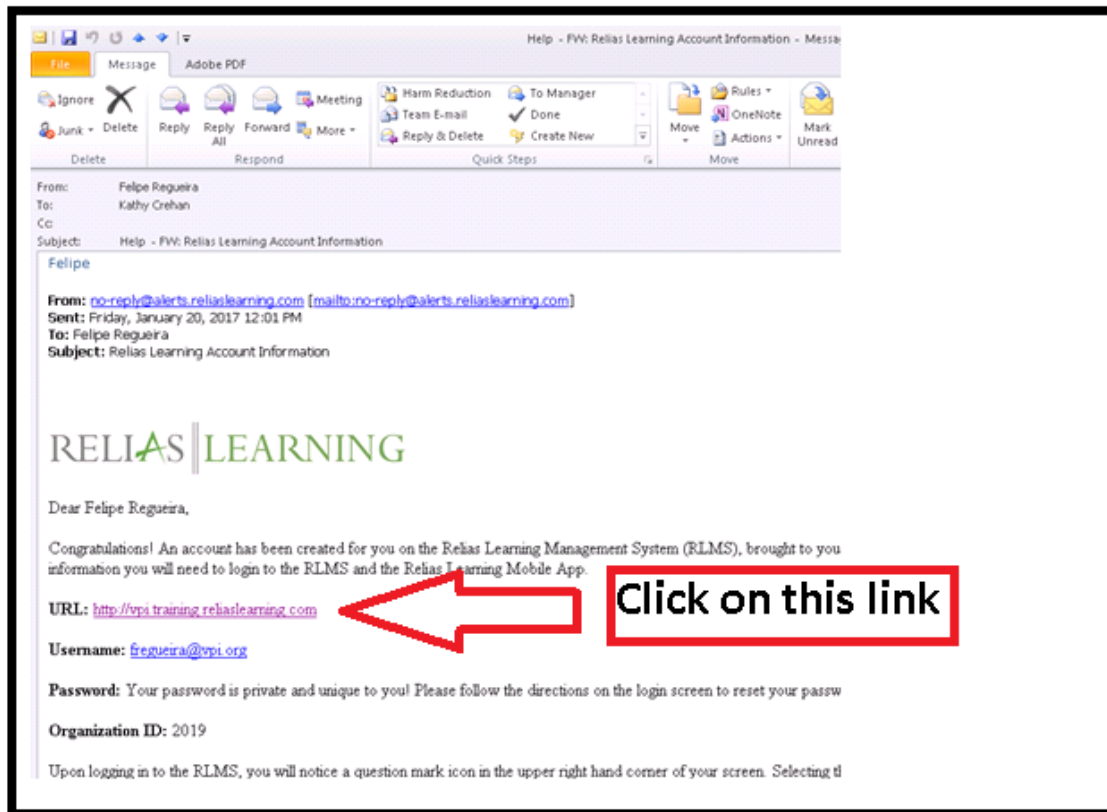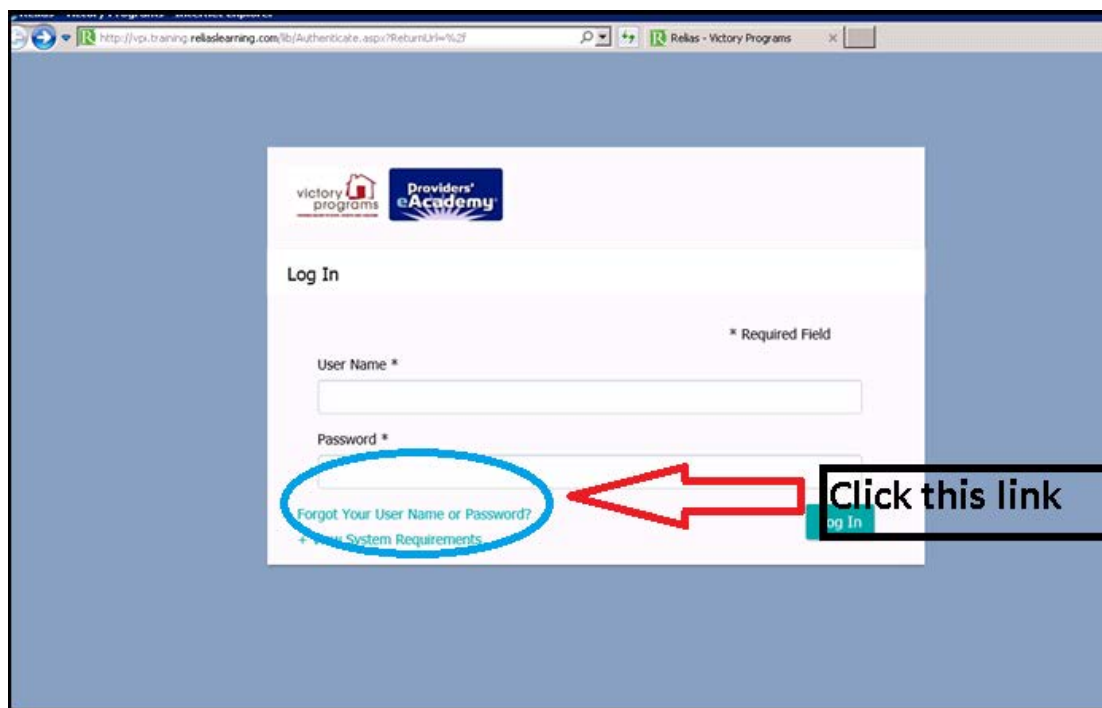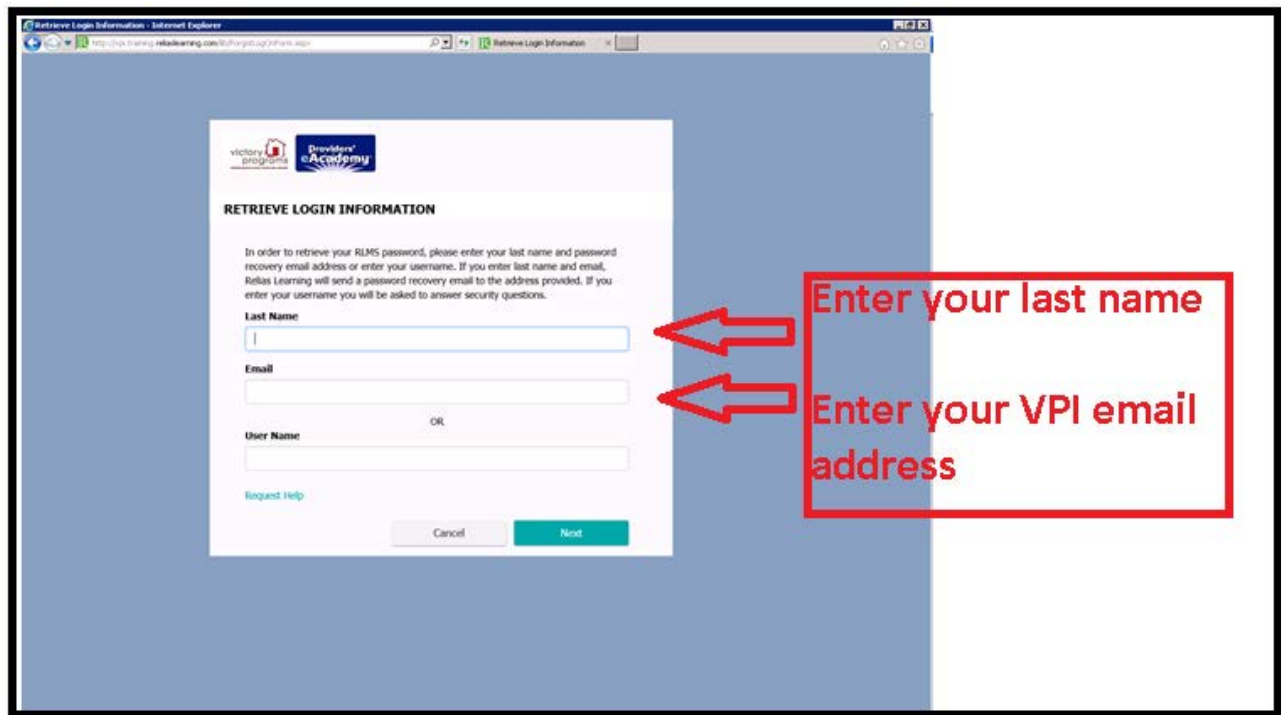1. **Click on link in email to eAcademy training page.**

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

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

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