



**vhcentral**

## **Instructor/Teacher Registration Guide**

Tech support Web site: <http://support.vhcentral.com>

Tech Support Email: [techsupport@vistahigherlearning.com](mailto:techsupport@vistahigherlearning.com)

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**CONTENTS**

Getting Started .....4  
Access Codes for Programs on vhlcentral .....4  
Redeem Your Code.....5  
    Returning Instructors/Teachers.....5  
    New Instructors/Teachers .....7  
Make Changes to Your Account Information.....11  
    Change Username, Email Address, Year of Birth, Secret Question/Answer, or Time Zone .....11  
    Change Your Password .....13  
    Add or Change the Photo in the Avatar .....14  
Add A New School Affiliation .....17  
Get Login Information Using “Forgot Your Password?” .....19  
    Request Login Information Using Your Email Address .....19  
    Request Login Information by Entering Your Username (No Secret Question).....21  
    Request Login Information by Entering Your Username (Secret Question Established).....23

## Getting Started

By setting up an account, you will be able to create courses and course sections, set assignment due dates, send important course announcements, communicate with the students enrolled in your courses, and track your students' performances. To get started, you will need access to the internet and a twelve-letter access code, or you may contact your Vista Higher Learning Language and Literacy Specialist to request an access code.

### Access Codes for Programs on vhlcentral

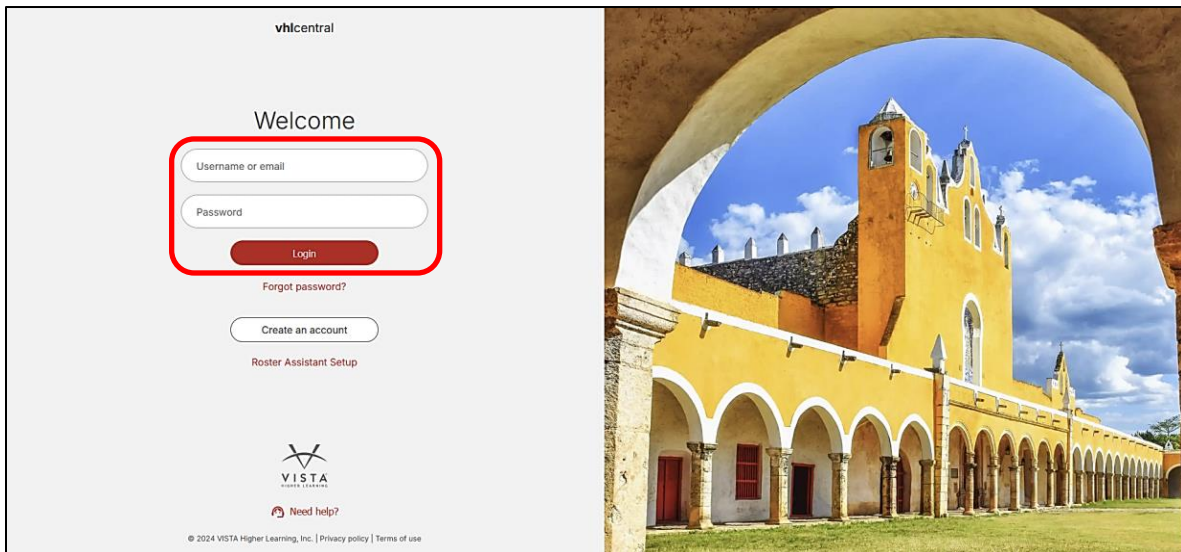
- If your Vista Higher Learning Language and Literacy Specialist sent you a username and temporary password via email, then you do not need to create an account or redeem an access code. Please go to [www.vhlcentral.com](http://www.vhlcentral.com) and enter your username and temporary password in the "Login" area.
- **For Demo Access:** For information about demo access, please refer to the printed letter found in your Examination Package.
- **For Full Access:** Your access code is a combination of twelve capital letters. It is included with your Instructor/Teacher Resource Package.
- If you don't already have an instructor/teacher access code, please [contact your Vista Higher Learning Modern Language Specialist](#) to request one.

# Redeem Your Code

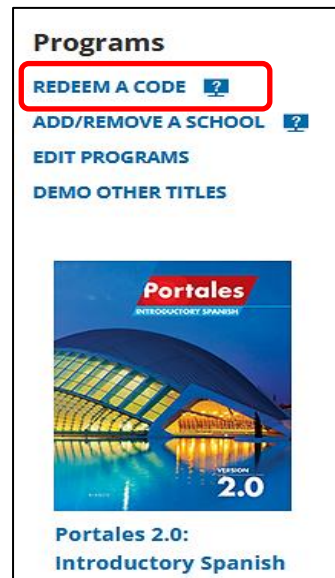
## Returning Instructors/Teachers

If you have an existing account for vhlcentral or for another Vista Higher Learning textbook, complete these steps:

1. Go to vhlcentral: [www.vhlcentral.com](http://www.vhlcentral.com).
2. Log in using your existing account information.

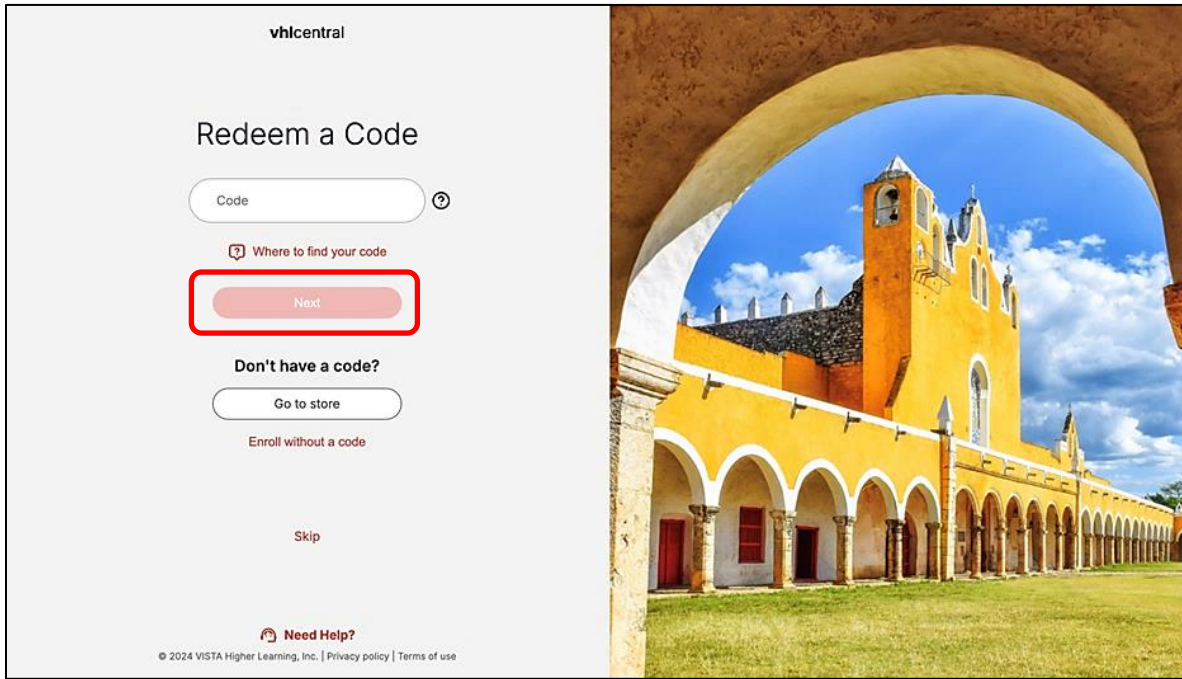


3. To redeem a new access code, click the “Redeem A Code” link located under the “Programs” menu.

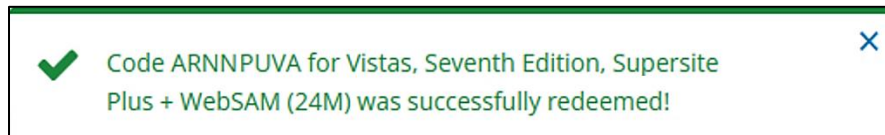


4. On the “Redeem a Code” screen, enter your new code.

5. Click “Next.”



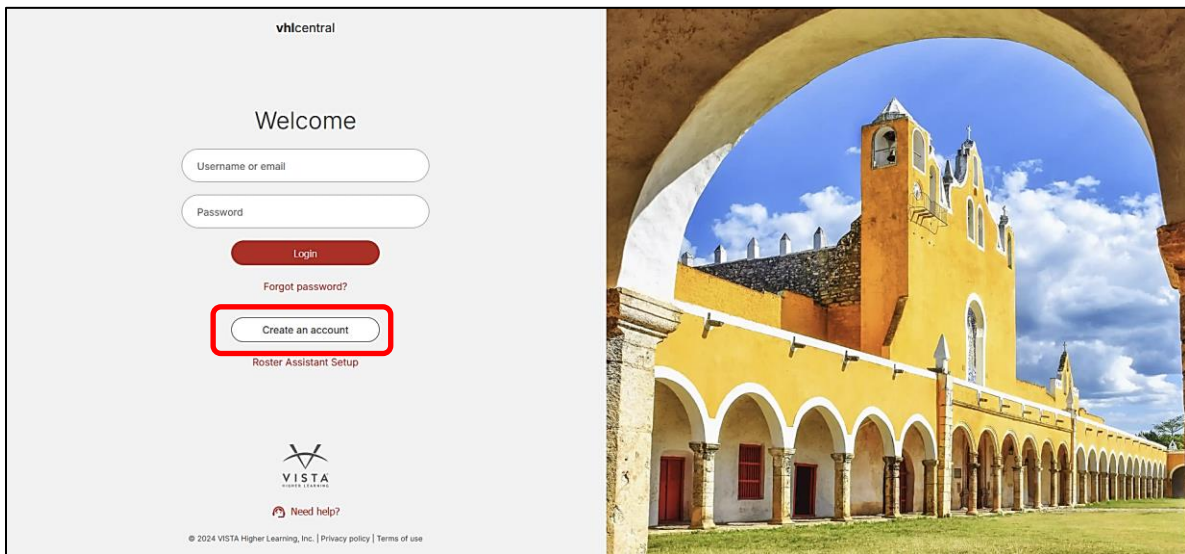
6. Look for a flash alert confirming that the code was successfully redeemed.



## New Instructors/Teachers

If you are new to Vista Higher Learning, complete the following steps to create your account and redeem your code.

1. Go to vhlcentral ([www.vhlcentral.com](http://www.vhlcentral.com)).
2. Click “Create an account.”



3. On the Create Account screen, enter a username of your choice, the email address you would like to associate with your account, and a password of your choice.
4. In the “Personal Profile” section, enter your first and last name as you wish them to appear, and select the year of your birth from the drop-down list.
5. In the “Security Information” section, you will provide the answer to a secret question, which may later be used to help you access your account if you forget your password.

6. Click “Create Account.”

**vhlcentral**

## Create an Account

Username  \* Required      Email  \* Required

Password  \* Required      Re-enter Password  \* Required

✓ Must contain a number.  
✓ Must be at least 8 characters.

First Name  \* Required      Last Name  \* Required

Birth Year  \* Required

Secret Question  \* Required      Secret Answer  \* Required

By creating an account, you agree to receive emails in connection with your use of vhlcentral. For more information, visit our [Privacy policy](#).

**Create Account**

[Need Help?](#)

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7. On the Confirm Account Information page, review the accuracy of the information entered. The “Edit Account Information” link allows you to make necessary changes.

**vhlcentral**

## Confirm Account Information

Username **superman**      Email **ckent@thedailyplanet.com**

Password **\*\*\*\*\***

First Name **Clark**      Last Name **Kent**

Birth Year **2000**

Secret Question **What city were you born in?**      Secret Answer **\*\*\*\*\***

**Confirm**

[Edit Account Information](#)

[Need Help?](#)

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8. Click “Confirm” to proceed to the next step.



9. Click “Agree.” (Before your account is created, you must agree to the terms and conditions of use policy.)

**Terms of Use** X

**Please note that these Terms of Use have changed effective May 10, 2024.**

Welcome to Vista Higher Learning / VHL Central. Please read these Terms of Use carefully before you or your Authorized Users (“You,” “Your,” or “User”) register on or use the website provided by Vista Higher Learning, Inc. (“Vista Higher Learning” or “VHL”) at [vhlcentral.com](http://vhlcentral.com) or [vistahigherlearning.com](http://vistahigherlearning.com) (each a “VHL Site”). These Terms of Use incorporate the applicable Privacy Policy available at [www.vistahigherlearning.com/privacy-policy](http://www.vistahigherlearning.com/privacy-policy) or [www.vhlcentral.com/privacy\\_policy](http://www.vhlcentral.com/privacy_policy). IF YOU ARE UNDER 18 YEARS OF AGE (OR OTHER AGE OF MAJORITY IN YOUR JURISDICTION OF RESIDENCE), PLEASE BE SURE TO READ THIS AGREEMENT WITH YOUR PARENTS OR GUARDIAN, OR INSTRUCTOR IF APPROPRIATE, AND OBTAIN THEIR CONSENT TO THESE TERMS PRIOR TO YOUR USE OF A VHL SITE. YOUR REGISTRATION ON, OR USE OF, THE VHL SITE INDICATES THAT YOU ACCEPT THESE TERMS OF USE. IF YOU DO NOT ACCEPT THESE TERMS OF USE, PLEASE DO NOT USE OR REGISTER FOR USE OF THE VHL SITE. These terms and conditions apply to all users of the VHL Site and associated services.

**IMPORTANT NOTICE: These Terms of Use contain certain Disclaimers and Limitations on our Liability and a Binding Arbitration Clause and Class Action Waiver, which waives Your right to sue in court or seek a jury trial for disputes relating to Your use of the VHL Site. Please read these sections carefully. If You do not agree to such terms, please do not use the VHL Site.**

**Institution Service Agreement.** These Terms of Use constitute the service agreement between Vista Higher Learning and any institution that is acquiring products or services (“Products”) for an institution’s students, instructors, and administrative staff (“Authorized Users”); provided that if

Disagree Agree

10. The Welcome View is displayed to welcome you into the site. You may go directly to your vhlcentral homepage by clicking on the “Continue to Homepage” button.

vhlcentral

Welcome, Sarah.

Ready to begin?

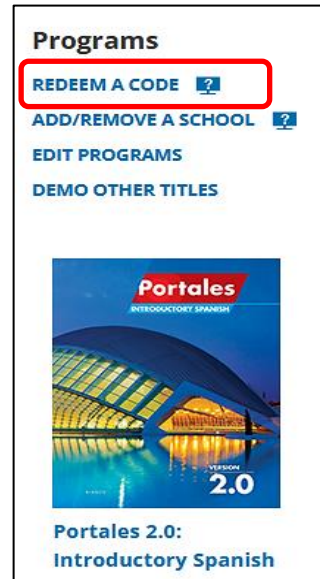
Enroll in a Course

Continue to Homepage

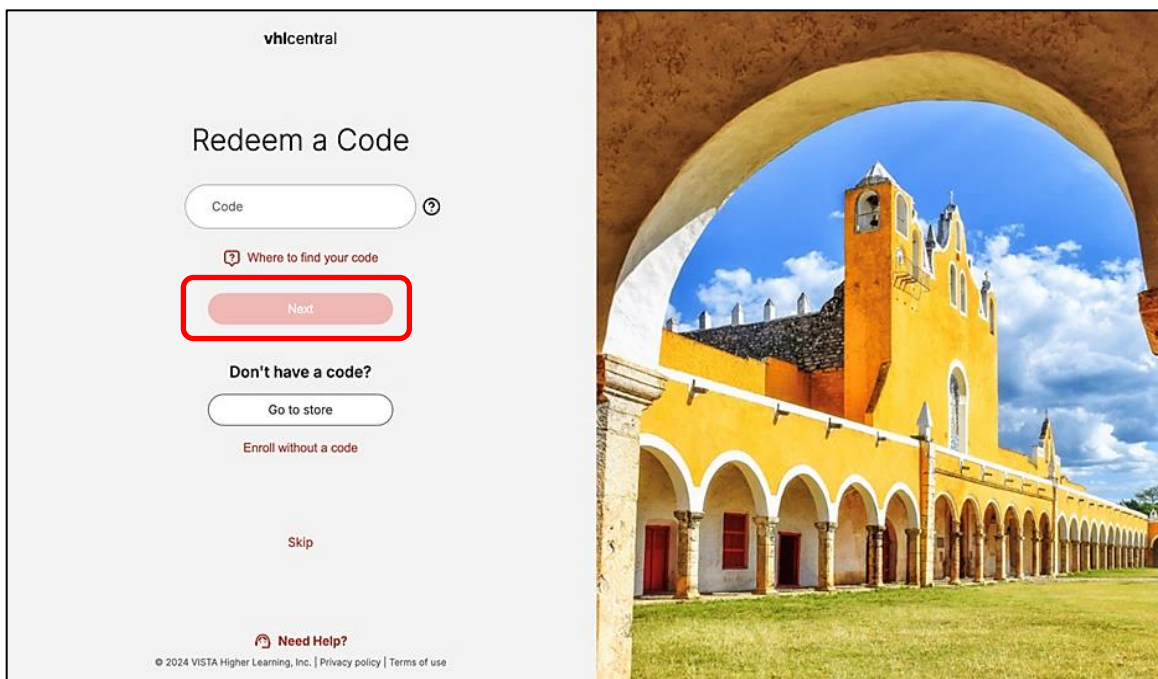
Need Help?

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11. On your vhlcentral homepage, go to the “Programs” menu and click the “Redeem A Code” link to redeem your new access code.

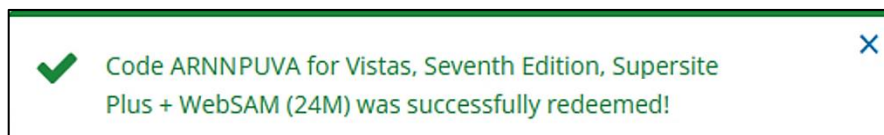


12. On the “Redeem a Code” screen, enter your new code.



**NOTE:** Your access code is a combination of twelve capital letters. It is included in your Instructor/Teacher Resource Package. If you don't already have an instructor/teacher access code, please contact your Vista Higher Learning Language and Literacy Specialist to request one.

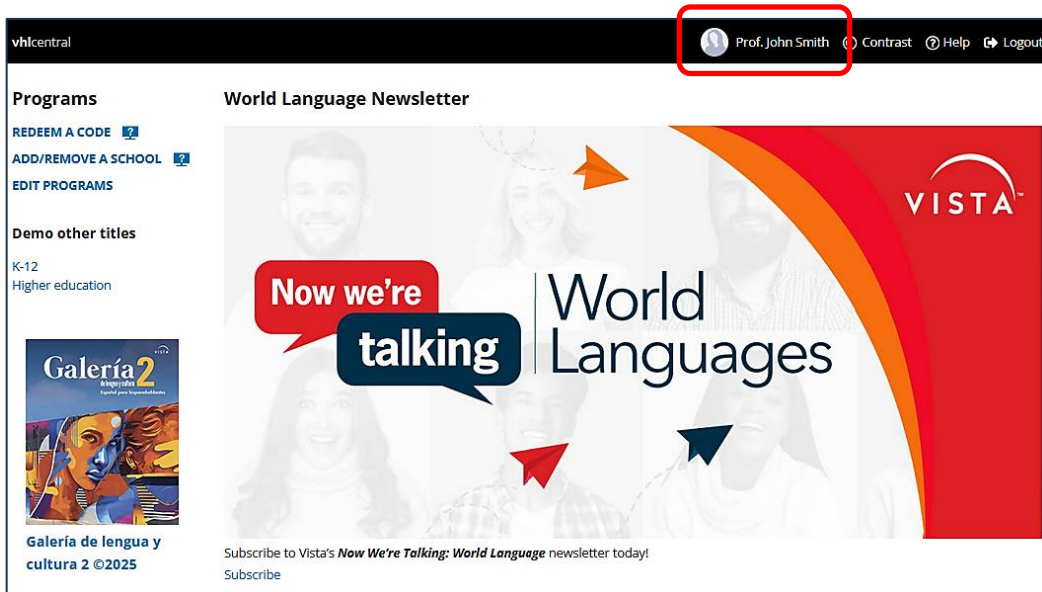
13. Look for a flash alert confirming that the code was successfully redeemed.



## Make Changes to Your Account Information

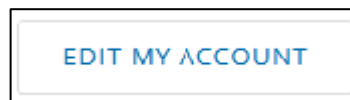
In your account menu, you can make changes to your username, password, email address, secret question/answer, and your time zone.

1. Log in to your account at [www.vhlcentral.com](http://www.vhlcentral.com).
2. In the upper right-hand corner of your Homepage, click on your account name.



## Change Your Username, Password, Email Address, Year of Birth, Secret Question/Answer, or Time Zone

1. From the “My Account” page, click the “Edit My Account” button.



2. Make the necessary changes to your username, email address, year of birth, secret question/answer, or time zone.

3. Click “Save.”

The screenshot shows a web form titled "Edit Account" with the following fields and options:

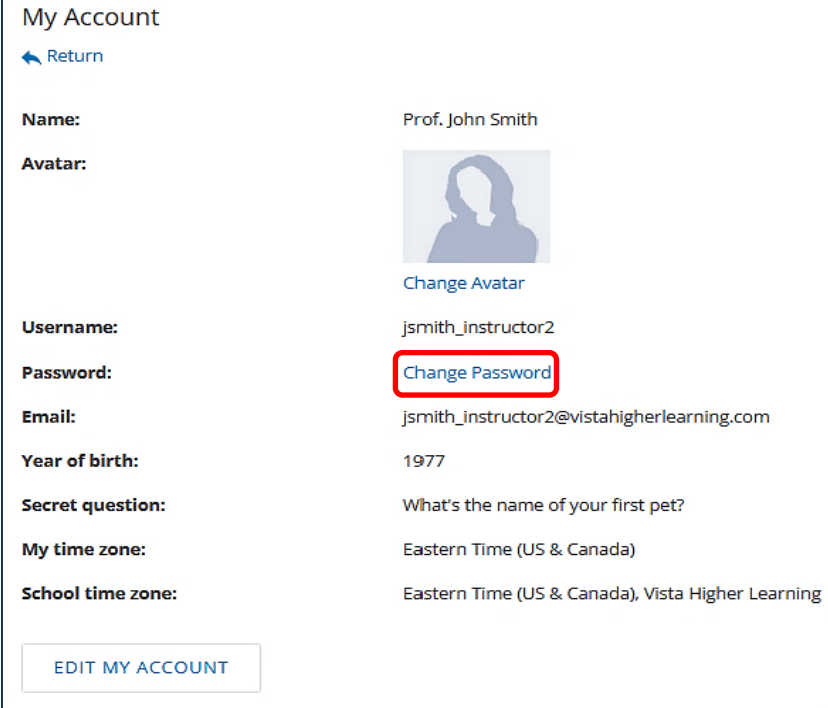
- NAME:** John Smith
- AVATAR:** A placeholder image with a "Change Avatar" link below it.
- USERNAME:** jsmith\_instructor?
- EMAIL:** jsmith\_instructor@victahigherlearning.com
- YEAR OF BIRTH:** 1977
- SECRET QUESTION:** What is your maternal grandmother's maiden name?
- SECRET ANSWER:** (Empty field with a "Show" link)
- MY TIME ZONE:** (GMT-05:00) Eastern Time (US & Canada)
- EMAIL PREFERENCES:** Vista Higher Learning respects your privacy. What type of email would you like to receive from us?
  - Vista Higher Learning News and Events (new programs, updates, and special offers)
  - Training events for our online tools and programs
  - Surveys about our programs

At the bottom right, there are two buttons: "CANCEL" and "SAVE". The "SAVE" button is highlighted with a red rectangular box.

*Note: A confirmation screen will appear noting that your changes were saved successfully.*

## Change Your Password


1. From the “My account” page, click “Change Password.”



My Account

[Return](#)

**Name:** Prof. John Smith

**Avatar:**   
[Change Avatar](#)

**Username:** jsmith\_instructor2

**Password:** [Change Password](#)

**Email:** jsmith\_instructor2@vistahigherlearning.com

**Year of birth:** 1977

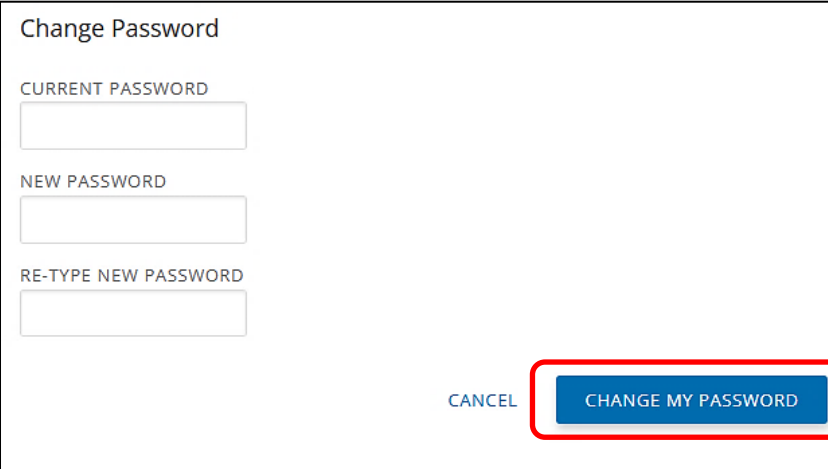
**Secret question:** What's the name of your first pet?

**My time zone:** Eastern Time (US & Canada)

**School time zone:** Eastern Time (US & Canada), Vista Higher Learning

[EDIT MY ACCOUNT](#)

2. Type in your current password once and your new password twice in the appropriate fields.



Change Password

CURRENT PASSWORD

NEW PASSWORD

RE-TYPE NEW PASSWORD

[CANCEL](#) [CHANGE MY PASSWORD](#)

3. Click “Change My Password.”

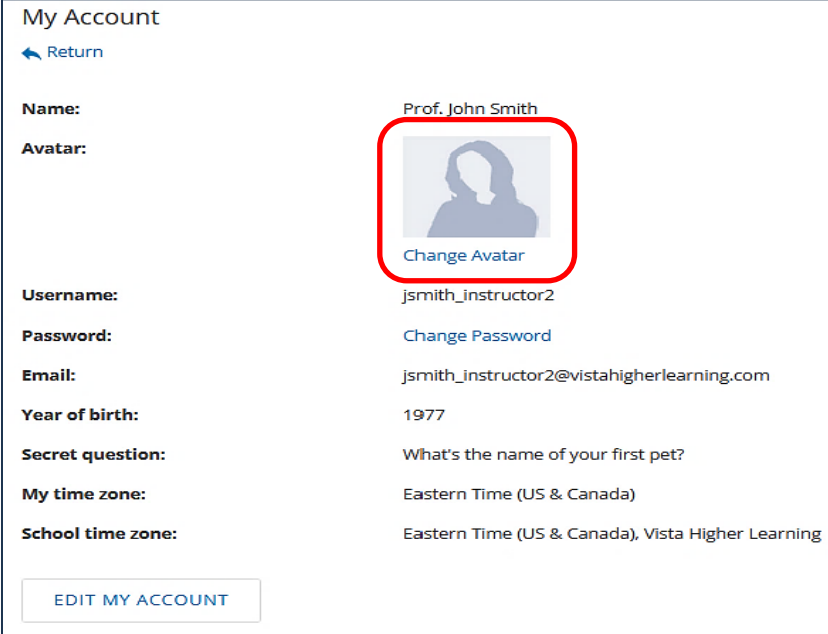
*Note: A confirmation screen will appear noting that your changes were saved successfully.*

## Add or Change the Photo in the Avatar


You may choose to personalize your vhlcentral account by uploading a photograph to your avatar. The supported file types for digital photos include files with the extensions .jpg or .png.

*Note: Adding a photo or other images to the avatar is optional.*

1. From the upper right-hand corner of your vhlcentral Homepage, click on your account name.
2. Click on the “Change Avatar” link.

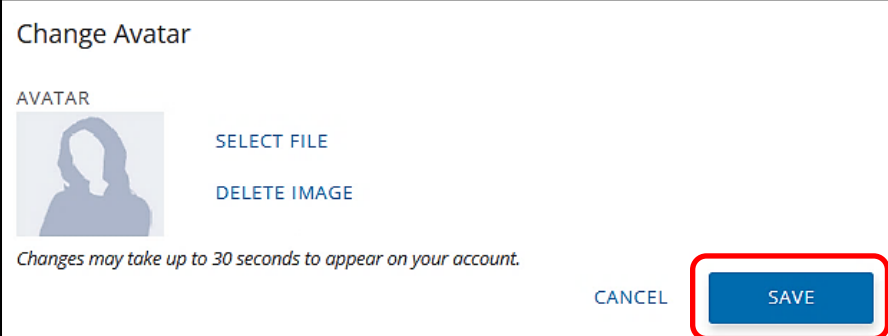


The screenshot shows the 'My Account' page with the following details:

<b>Name:</b>	Prof. John Smith
<b>Avatar:</b>	 <a href="#">Change Avatar</a>
<b>Username:</b>	jsmith_instructor2
<b>Password:</b>	<a href="#">Change Password</a>
<b>Email:</b>	jsmith_instructor2@vistahigherlearning.com
<b>Year of birth:</b>	1977
<b>Secret question:</b>	What's the name of your first pet?
<b>My time zone:</b>	Eastern Time (US & Canada)
<b>School time zone:</b>	Eastern Time (US & Canada), Vista Higher Learning


[EDIT MY ACCOUNT](#)

3. On the Change Avatar page, you may upload or delete existing photos from your avatar.



The screenshot shows the 'Change Avatar' page with the following options:

**AVATAR**

 [SELECT FILE](#)  
[DELETE IMAGE](#)

*Changes may take up to 30 seconds to appear on your account.*

[CANCEL](#) [SAVE](#)

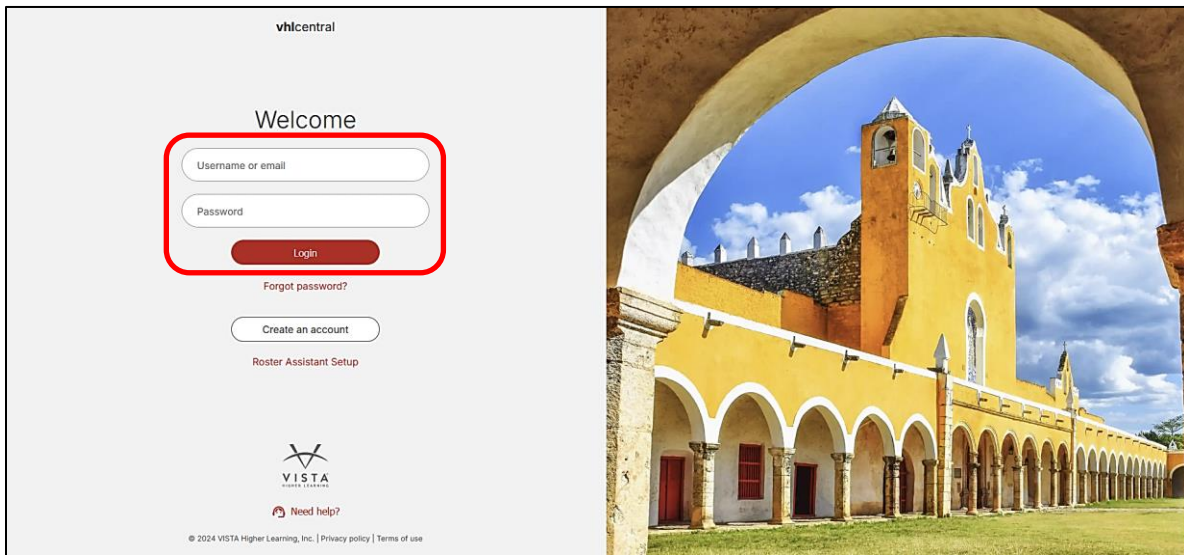
4. Click “Save” to update your avatar photo or image.

## Add a New School Affiliation

If you are affiliated with more than one school, you can add additional schools to your account. Newly added schools can be associated with courses from both the “Create a Course” and “Edit Course” pages.

*Note: Adding a new school will not automatically change the school associated with your existing courses. You will need to edit the school affiliation on existing courses from your “My Courses” page by clicking the “Edit Course” link.*

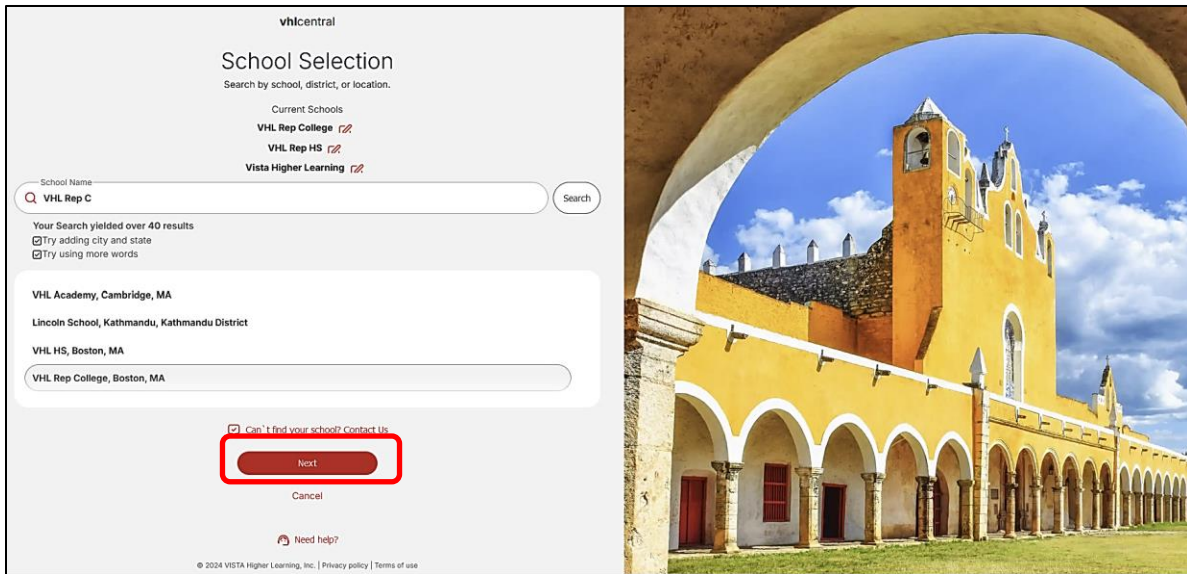
1. Go to vhlcentral: [www.vhlcentral.com](http://www.vhlcentral.com).
2. Log in using your existing account information.



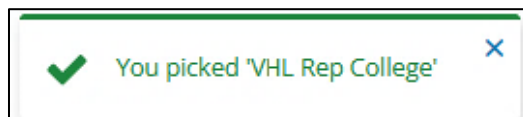
3. Click the “Enroll in a course” link in the “My Programs” menu.



4. On the School Selection page, type in the name of your school. To narrow the search results, consider including the city and state or country in which your school is located.
5. Click “Search.” If the terms you entered did not result in a successful search, follow the onscreen tips to revise your search.



6. Select your school from the list.
7. Click “Next” to add the school to your account.
8. Look for a flash alert on your Homepage that confirms you successfully added the school.





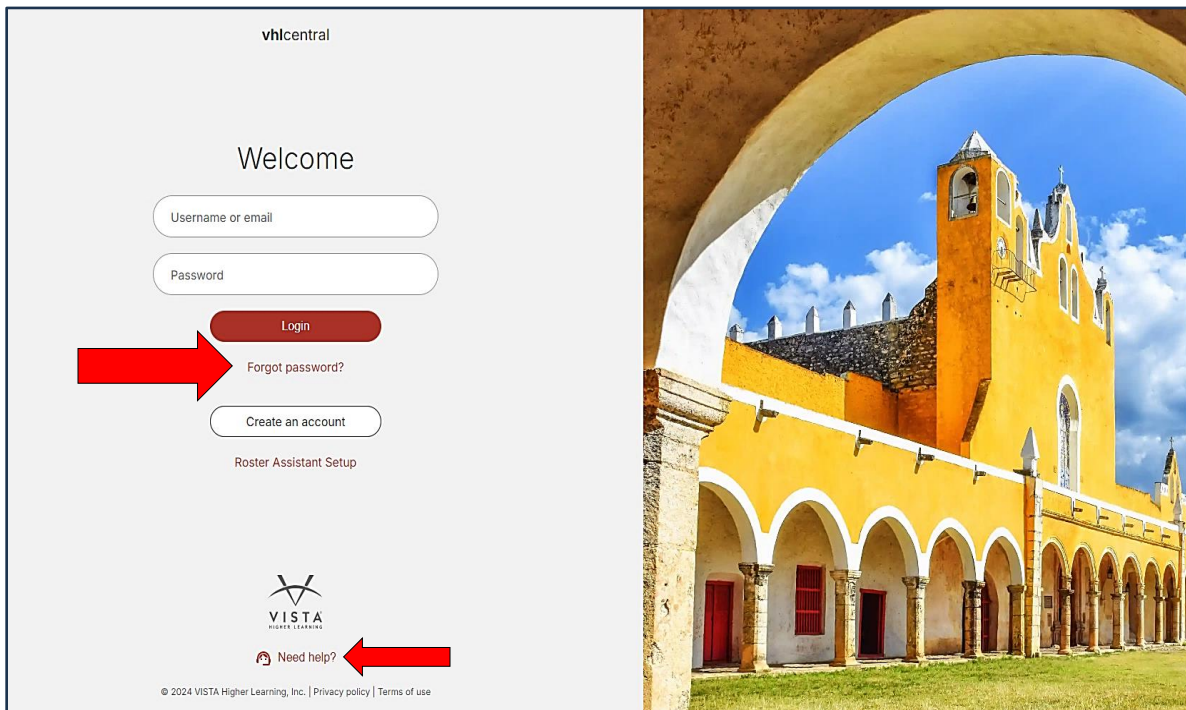
## Get Login Information Using “Forgot Your Password?”

If you forget or lose your login information you can retrieve it using our automated password help tool, which is located on the vhlcentral login page.

*Note: If you do not have a secret question set up in your account, the password help tool generates a message that is sent to the email address associated with your account. To ensure timely delivery of your login information request, it is very important that you add [no\\_reply@vhlcentral.com](mailto:no_reply@vhlcentral.com) to your email account’s address book or list of approved senders.*

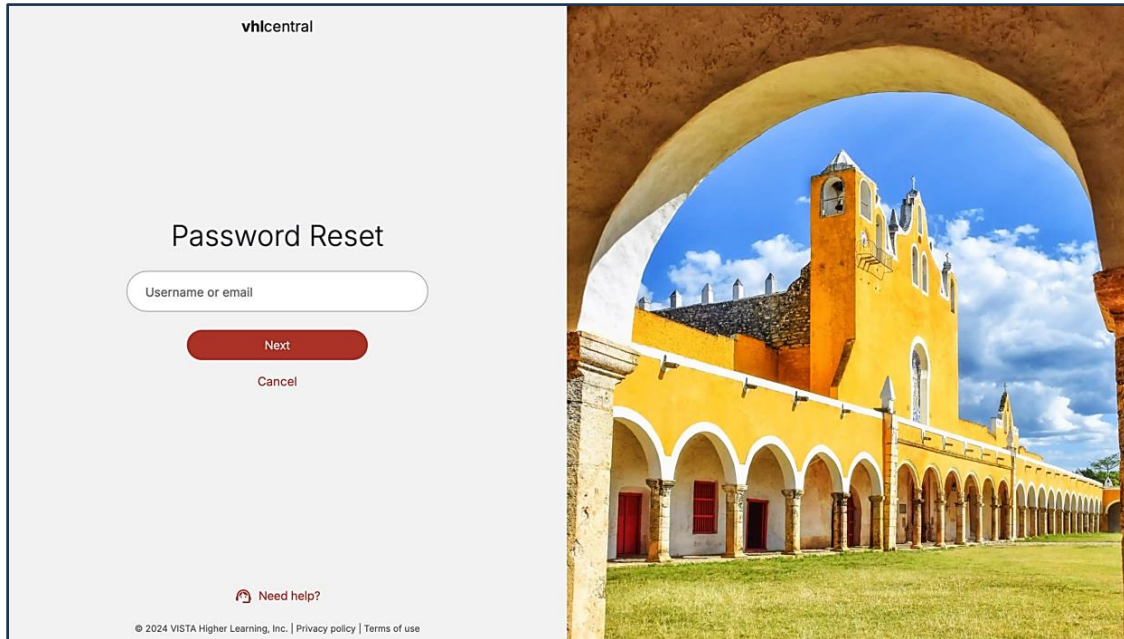
## Request Login Information Using Your Email Address

1. From the vhlcentral login page, click on the link “Forgot password?”



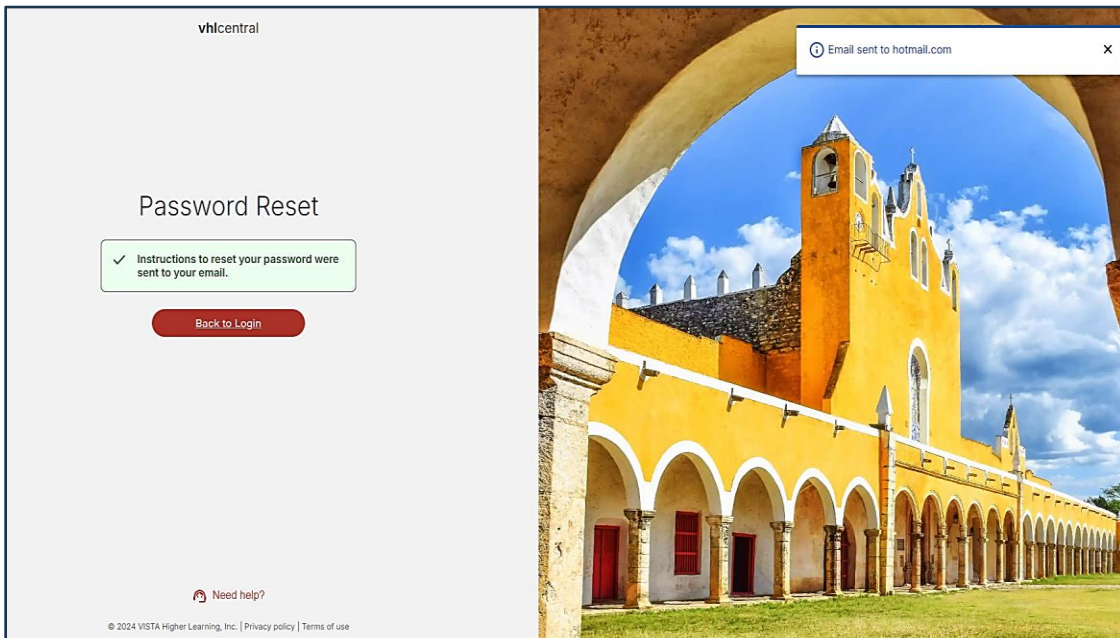
*Note: There is a “Need Help?” link placed in this section to further assist you.*

2. Type in your email address, then click “Next.”



*Note: If your email address is not in our system, you will receive an alert.*

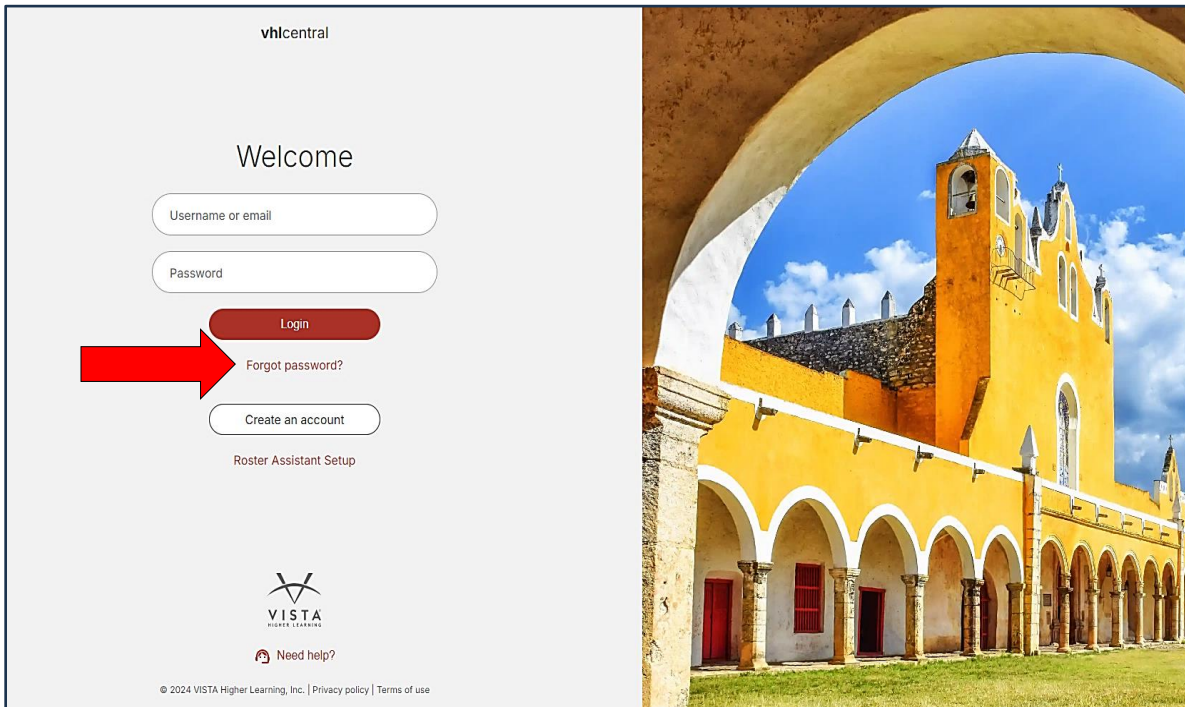
3. If the email address is in our system, you will receive a flash message stating that instructions on how to reset your password were sent to the email address provided.



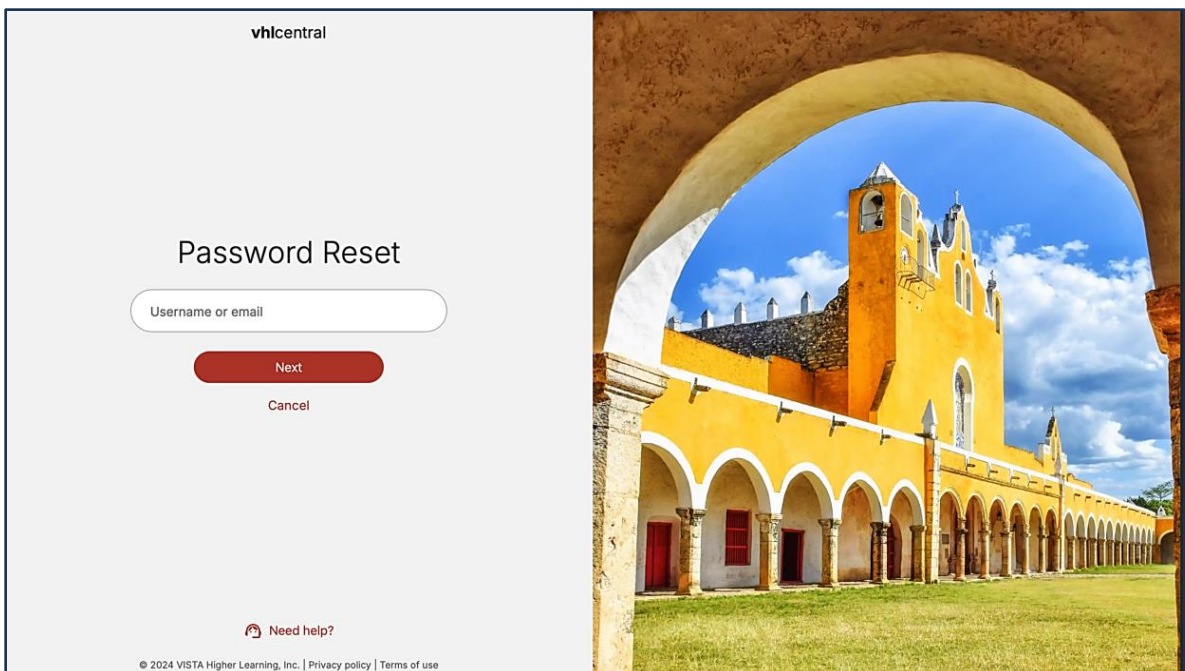
*Note: In order to ensure delivery of your login information, be sure to add [no\\_reply@vhcentral.com](mailto:no_reply@vhcentral.com) to your email account's address book or list of approved senders.*

## Request Login Information by Entering Your Username (No Secret Question)

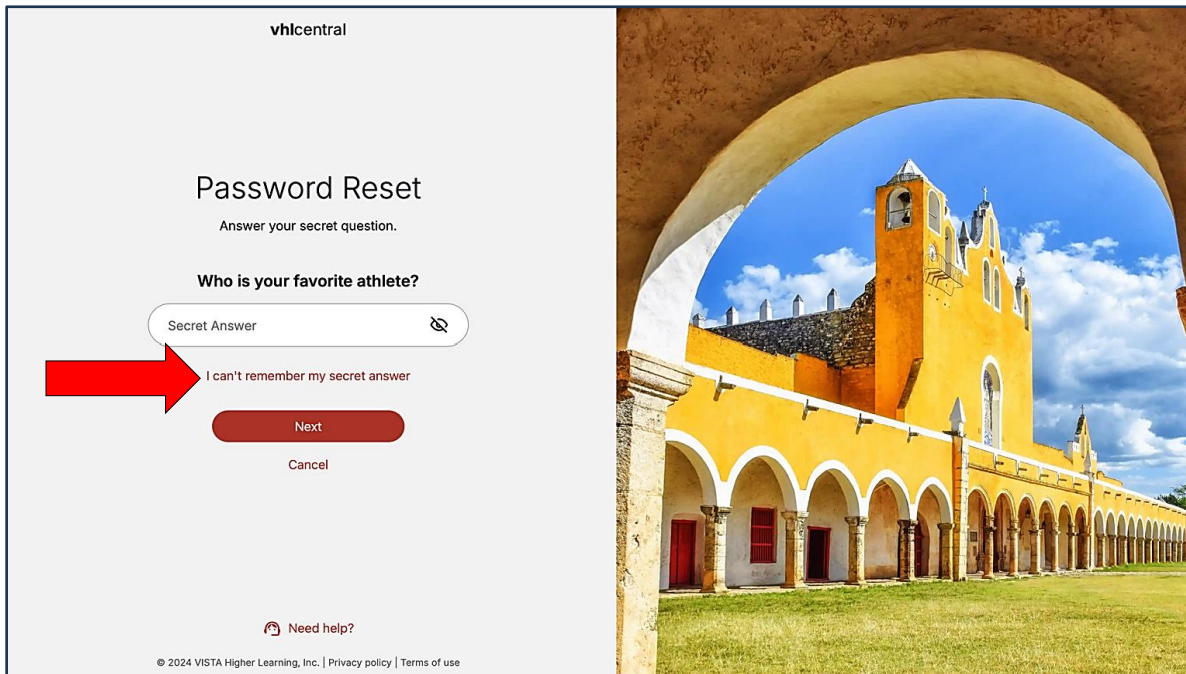
1. From the vhlcentral login page, click on the link “Forgot password?”



2. Type in your username, then click “Next.”



3. On the “Answer your secret question” screen, since you do not yet have a secret answer set up, select “I can’t remember my secret answer.” Click “Next.”

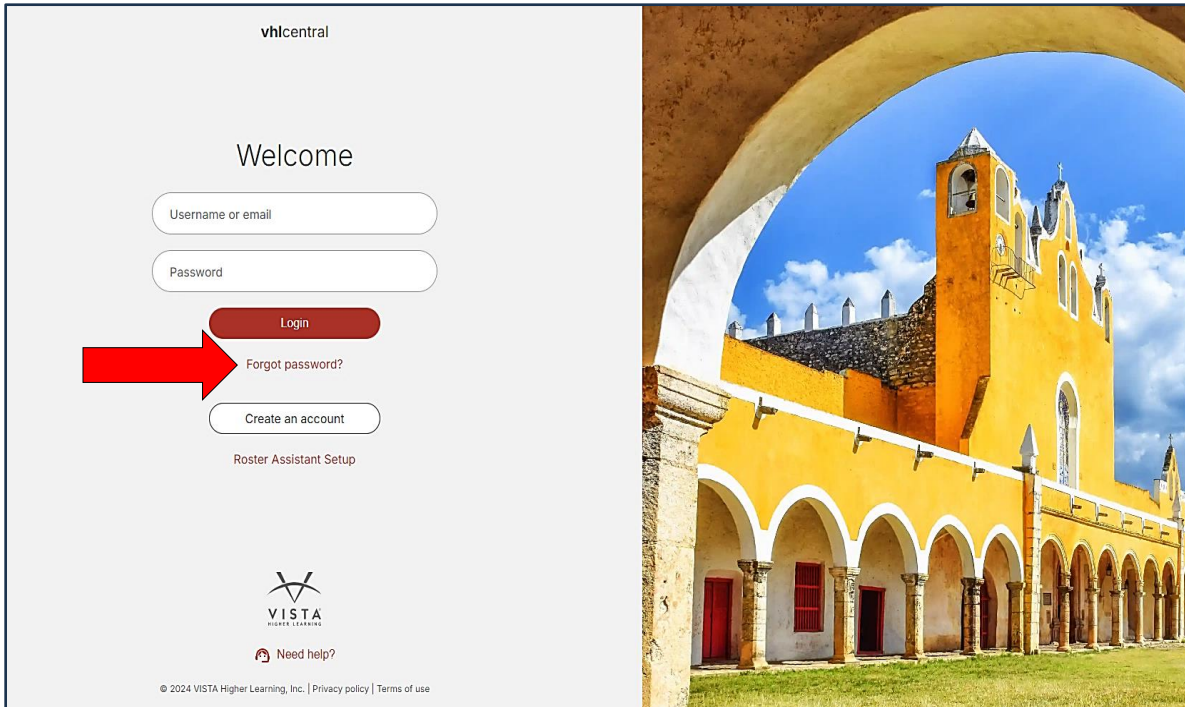


4. You will receive a flash message stating that instructions on how to reset your password were sent to the email address provided.

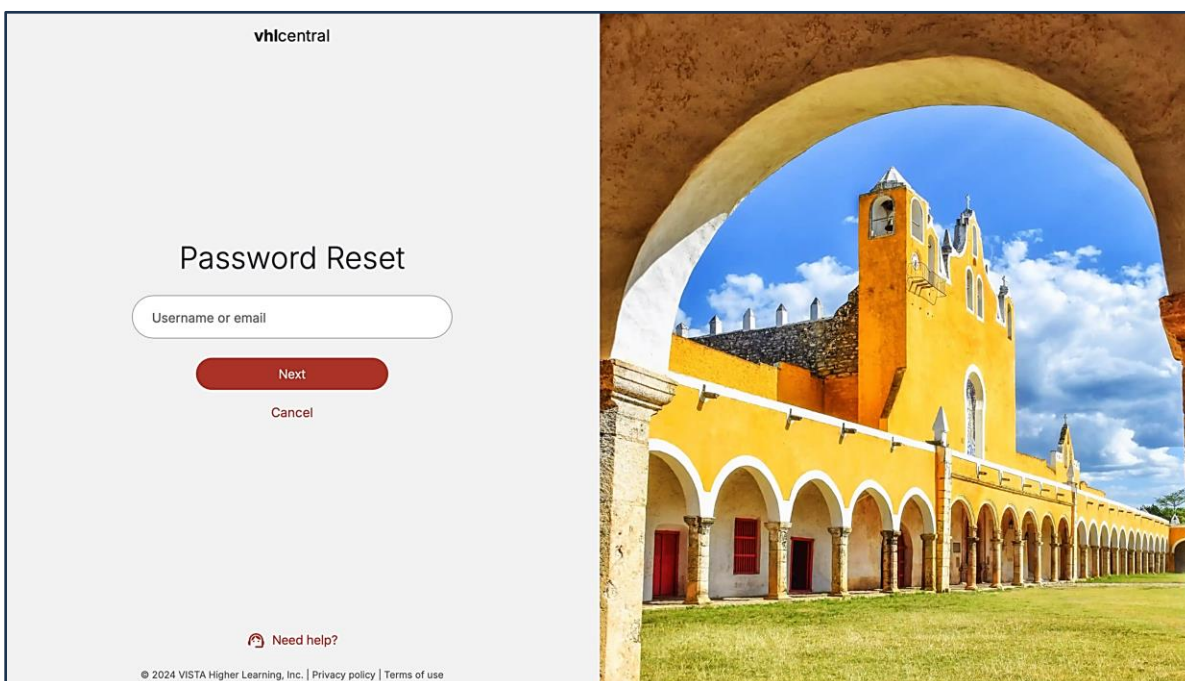
*Note: In order to ensure delivery of your login information, be sure to add [no\\_reply@vhlcentral.com](mailto:no_reply@vhlcentral.com) to your email account's address book or list of approved senders.*

## Request Login Information by Entering Your Username (Secret Question Established)

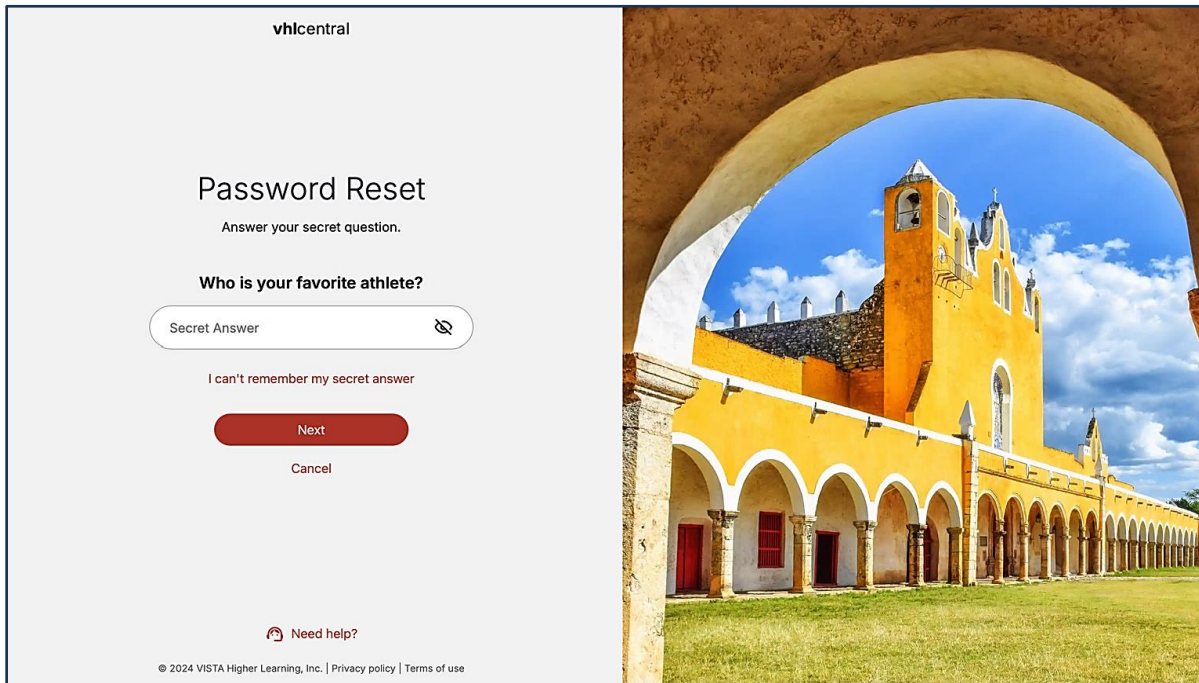
1. From the vhlcentral login page, click on the link “Forgot password?”



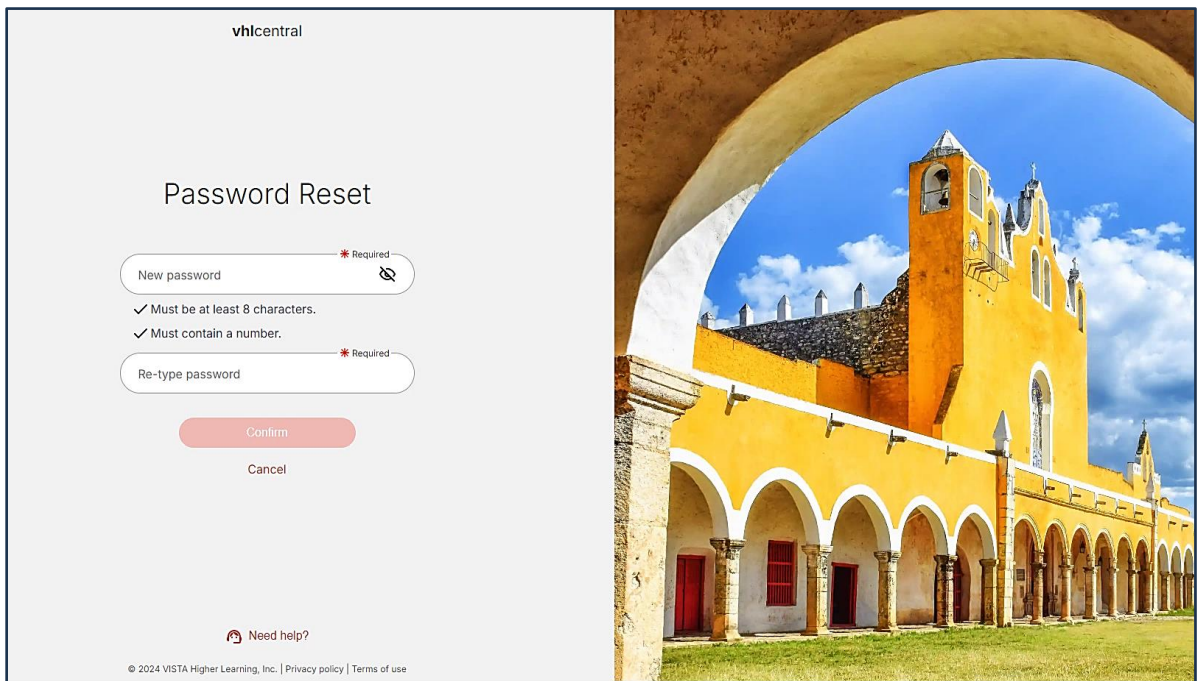
2. Type in your username, then click “Next.”



3. You will be prompted to answer your secret question. Enter your secret answer.



4. Click "Next."



5. At this time, you will be prompted to enter and confirm a new password. Click "Confirm."

6. You will be redirected to your vhlcentral Homepage, where you will see a

flash message that confirms the success of the password change.