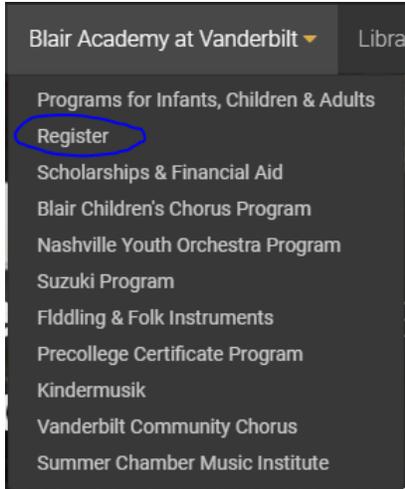


HOW TO REGISTER AS A NEW STUDENT

1. Go to Blair's website: <https://blair.vanderbilt.edu/>
2. Click the Blair Academy at Vanderbilt tab at the top of the page and on the drop down menu, select "Register":



3. At the top of the next page click "Student Login":



Welcome to the Vanderbilt University PACE Registration System

4. On the following page log in as a new user:

I am a new user

Please enter your primary email to continue. If you are a youth participant, please have your parent or guardian create an account using their email address.

For parents that would like to have multiple children apply/enroll into our programs, click [here](#) for instructions.

Email:

Retype Email Address:

Select one of the following options:

- Participant is over 18 years of age
 Participant is under 18 years of age

Create Account

5. If you are creating an account with an email that is already connected to a PACE account you will receive a warning message. This is just to prevent users from making duplicate accounts for the same student. You can bypass this warning by clicking “Create Account” towards the bottom of the page:

Warning.

- We have found an existing record in our database with an email address that matches the one you provided:
rachel.hobbs@vanderbilt.edu

If this is your email address, you may already have a record with Vanderbilt University. Log in as a current student using your user name and password. If you can't recall your user name and password, use the links on the log in page to retrieve them, or call PACE at (000) 000-0000 during business hours.

If you are a parent or guardian and wish to create a youth participant profile using this email address, click **Continue** (or **Start Application**) under “I am a new user”.

6. Next, you will be prompted to complete profile information.

7. After completing the student profile, click on “My Applications” from your Student Home page and submit a Blair Academy New Student Application. This is a **mandatory** one-time application. After submitting it, you will receive approval to register from Rachel Hobbs within two business days.

8. After your application is approved, log back into your student’s account and register for courses by clicking on “Courses” towards the top of the page and searching for keywords or your instructor’s name.

9. Once you’ve added the correct courses to your cart, proceed through the checkout process. If you want to make a payment at a later date or if your student has scholarship that needs to be applied, simply choose “other method of payment” during this process and an invoice will be created for you. You can make payments at any time with check, cash, or credit card.

IMPORTANT REMINDER it is helpful to make at least a partial payment at the time of registration, and to continue making payments throughout the semester so you do not have to pay it all at once. All tuition must be paid by the end of that semester. Students will not be able to enroll in or participate in future courses if they have a past-due balance.

If you have any questions during this process, please contact the Blair Academy registrar, Rachel Hobbs: (615) 322-7655; rachel.hobbs@vanderbilt.edu