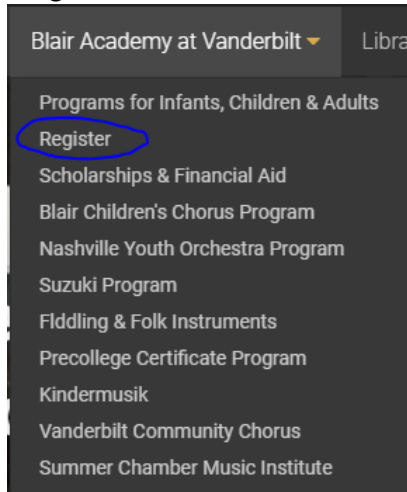


HOW TO REGISTER AS A RETURNING STUDENT

1. Go to Blair's website: <https://blair.vanderbilt.edu/>
2. Click the Blair Academy at Vanderbilt tab at the top of the page to drop down the menu, then 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 returning student:
Log-In to Student Portal

I have an account already

Log in using your existing account information.

User Name (case sensitive):

[Forgot User Name](#)

Password (case sensitive):

[Forgot Password](#)

Log In

5. If you have trouble remembering your user name and/or password, use the prompts to have them emailed to you. Please keep in mind that user names and passwords are case-sensitive.
6. After you have logged in, register for courses by clicking on "Courses" towards the top of the page and search for keywords or your instructor's name.

7. 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 then make payments at a later date 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