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If you are a Life Member, or whether or not you registered your membership online or if we processed your payment manually, **you have a VDDS profile and account in a password protected area of our website.** You will need to log into your account and profile in order to access VDDS On-Demand recordings.

If you have never accessed your online account and don't know how to access your account, go to **lost your password** and put in your email address to have a temporary password sent to you. If you have used a different email to what's on file, please email **robyn@vdds.com** with your updated email address and to have a temporary password sent to you.

Once you have logged in and have access to your VDDS online account, click on **"Edit My Profile"**. <u>Make sure that your profile includes your First and Last Name and</u> <u>College Registration No. These fields will be important for generating the correct</u> <u>information for Completion Certificates to submit to the College (if webinar is</u> <u>eligible for CE).</u>

Scroll down to **Course Info**, where you will find **Access Links** to courses that are available to you. Each Lesson includes a **Video** and optional **Quiz** (only if CE eligible) below. If there is no Quiz, that means that the recording is **not** eligible for CE credit. If applicable, once you pass the Quiz, you can download a **Certificate**. To get back to your profile page with CE Links, click **Billing Info** at the top right, **Your Account, Edit Profile.**