

Account creation in the Virtual Campus for Public Health PAHO



For use of the Campus services, you must create one account that will allow you to enter all the Virtual Classrooms (Regional, Country, etc.), the Campus Regional Portal (to apply for participation in courses) and the Country Portals of the Campus.

All communications and notifications from the Campus will be sent to the e-mail address of your account.

In the following slides we will show the steps to create your account in the Campus.

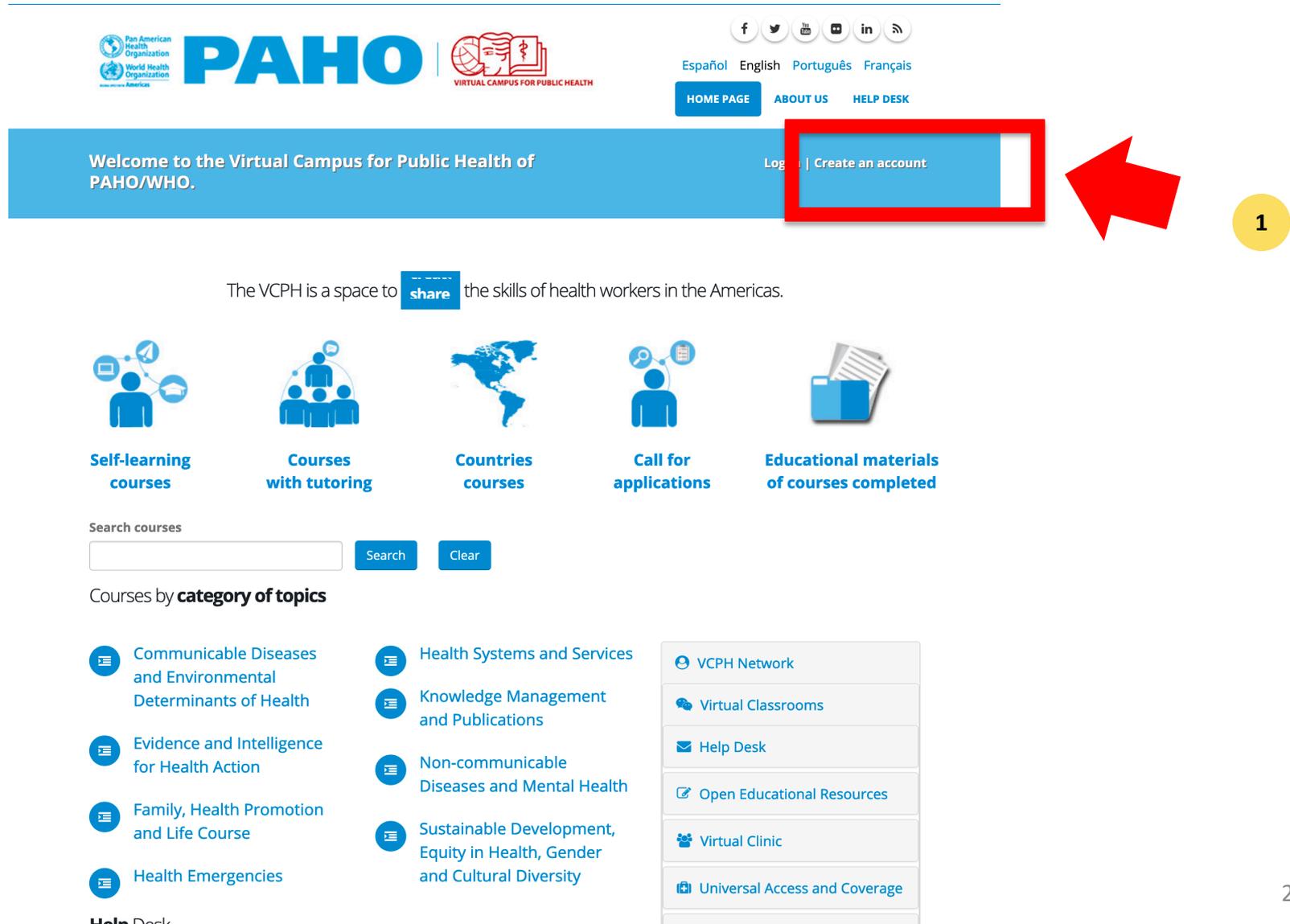


PAHO



Step 1

In the Virtual Campus Portal (<https://www.campusvirtualsp.org/en>) or in any of the Virtual Classrooms, press the **“Create an account”** button (1).



The screenshot shows the homepage of the Virtual Campus for Public Health of PAHO/WHO. At the top, there are logos for the Pan American Health Organization and World Health Organization, the PAHO logo, and the Virtual Campus for Public Health logo. Social media icons for Facebook, Twitter, YouTube, Instagram, LinkedIn, and RSS are also present. Language options for Español, English, Português, and Français are available. Navigation buttons for HOME PAGE, ABOUT US, and HELP DESK are located in the top right. A blue banner contains the text "Welcome to the Virtual Campus for Public Health of PAHO/WHO." and a "Log in | Create an account" link. The "Create an account" link is highlighted with a red box and a red arrow pointing to it, with a yellow circle containing the number "1" next to it. Below the banner, a text block states "The VCPH is a space to share the skills of health workers in the Americas." Below this are five icons representing different services: Self-learning courses, Courses with tutoring, Countries courses, Call for applications, and Educational materials of courses completed. A search bar is located below the icons, with a "Search" button and a "Clear" button. Below the search bar, there is a section for "Courses by category of topics" with a list of categories: Communicable Diseases and Environmental Determinants of Health, Evidence and Intelligence for Health Action, Family, Health Promotion and Life Course, Health Emergencies, Health Systems and Services, Knowledge Management and Publications, Non-communicable Diseases and Mental Health, Sustainable Development, Equity in Health, Gender and Cultural Diversity, VCPH Network, Virtual Classrooms, Help Desk, Open Educational Resources, Virtual Clinic, and Universal Access and Coverage. A "Help Desk" link is visible at the bottom left of the page.

Steps 2 & 3

In the account creation form, write your new username (it should be short and without spaces) **(2)**. Then, enter your e-mail address and write it again in the next field **(3)**. **Follow the instructions below each field to properly complete the form.** The green checkmarks will indicate if the username is available and if the e-mail address is valid.

[Home](#) [What is the Campus?](#) [Virtual Classroom](#) [Open Resources](#) [Virtual Experiences](#) [Virtual Clinic](#) [PAHO](#) [WHO](#)

[Home](#) » [User account](#) » User account



IMPORTANT: Carefully read the instructions for each field of this form. Please write your names correctly. These are the names that will appear in the Virtual Classroom and on your course completion certificates so please enter your full name EXACTLY as you want it to appear. Make sure to include any accents, hyphens or other marks that should appear in your name. Do not put your names in all uppercase. Only the first letter of each name should be capitalized. Do not include any titles (Dr., etc.). Once you complete all the fields and click on the button "Create new account", instructions will be sent to your e-mail address.

User account

[Create new account](#) [Log in](#) [Request new password](#)

ACCOUNT INFORMATION

Username *



Only these punctuation marks (periods, hyphens and underscores) are allowed.

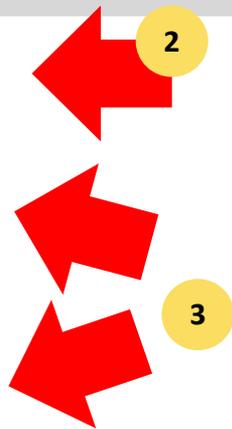
E-mail address *



A valid e-mail address. All e-mails from the system will be sent to this address.

Confirm e-mail address *

Please re-type your e-mail address to confirm it is accurate.

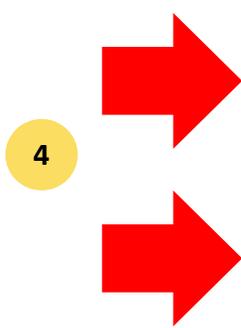


Step 4

Write your new password. **(4)**. It should be easy to remember, simple, safe. Letters and numbers can be used. Your password should not be shared with other people.

Write the password again in the next field to confirm it.

4



Password *

Confirm password *

Provide a password for the new account in both fields.

Password strength: **Strong**

Passwords match: yes

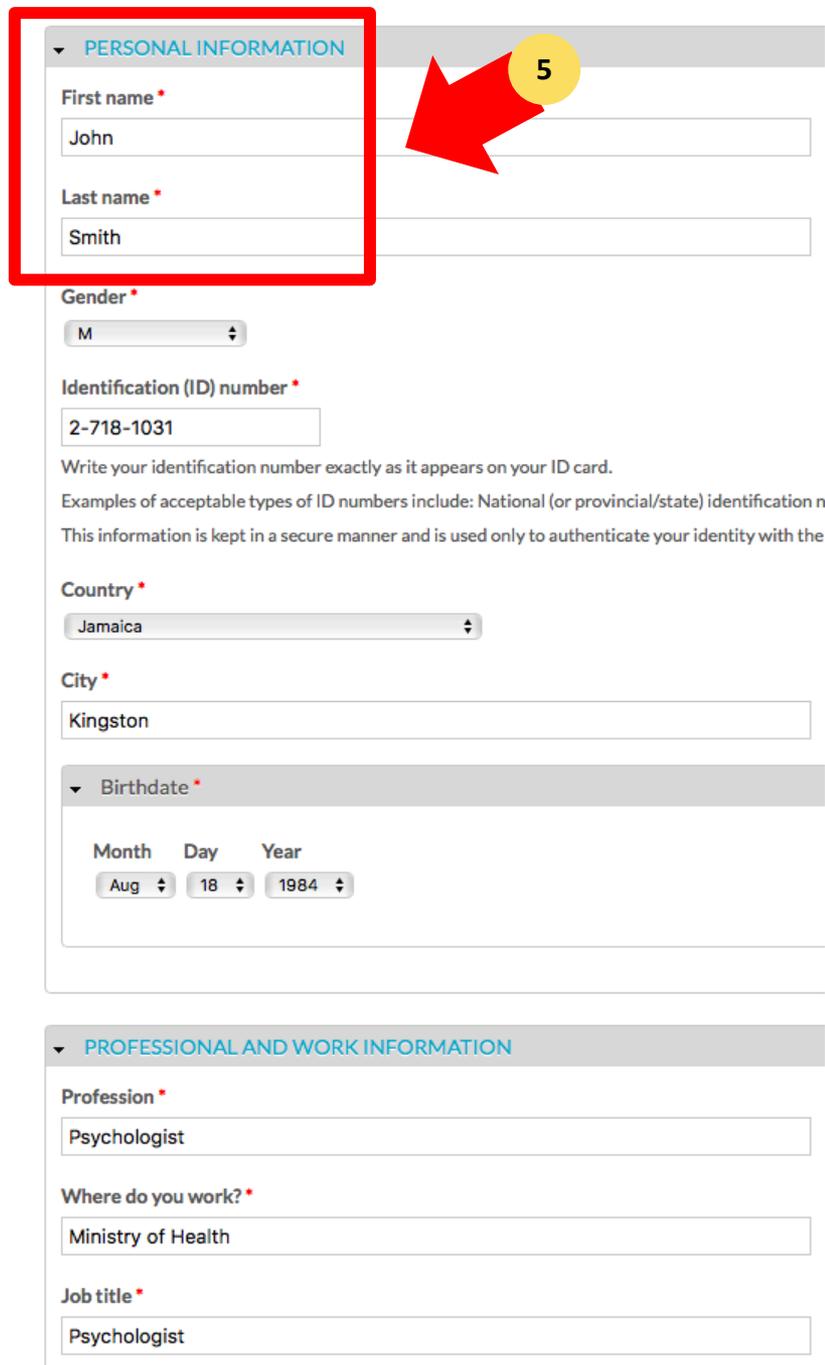
Step 5

Complete the “**PERSONAL INFORMATION**” and “**PROFESSIONAL AND WORK INFORMATION**”.

Please write your names correctly. These are the names that will appear in the Virtual Classroom and on your course completion certificates so please enter your full name **EXACTLY** as you want it to appear. Make sure to include any accents, hyphens or other marks that should appear in your name. Do not put your names in all uppercase. Only the first letter of each name should be capitalized. Do not include any titles (Dr., etc.).

Your ID number is stored securely and will only be used to validate your identity in the certifications you obtain.

The other fields include your country, city, gender, educational level, birthdate, profession, where do you work and job title.



PERSONAL INFORMATION

First name *
John

Last name *
Smith

Gender *
M

Identification (ID) number *
2-718-1031
Write your identification number exactly as it appears on your ID card.
Examples of acceptable types of ID numbers include: National (or provincial/state) identification n
This information is kept in a secure manner and is used only to authenticate your identity with the

Country *
Jamaica

City *
Kingston

Birthdate *

Month Day Year
Aug 18 1984

PROFESSIONAL AND WORK INFORMATION

Profession *
Psychologist

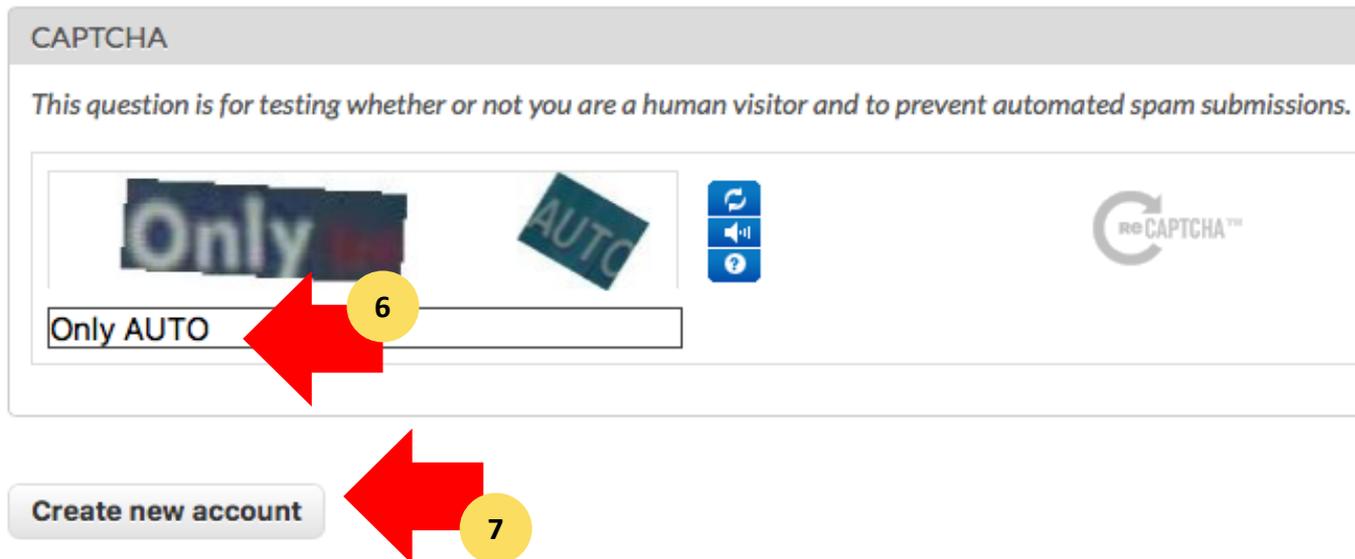
Where do you work? *
Ministry of Health

Job title *
Psychologist

Steps 6 & 7

Copy the text that appears on your screen to verify that you are a real person **(6)**.

Then press the **“Create new account”** button **(7)** at the end of the form.



The image shows a CAPTCHA interface. At the top, a grey bar contains the word "CAPTCHA". Below it, a line of text reads: "This question is for testing whether or not you are a human visitor and to prevent automated spam submissions." The main area contains a CAPTCHA image with the words "Only" and "AUTO" in a distorted font. To the right of the image are three small blue icons: a refresh icon, a volume icon, and a help icon. The reCAPTCHA logo is visible in the bottom right corner of the CAPTCHA area. Below the CAPTCHA image is a text input field containing the text "Only AUTO". A red arrow points from a yellow circle with the number "6" to this input field. Below the CAPTCHA area is a button labeled "Create new account". A red arrow points from a yellow circle with the number "7" to this button.

Instructions on your e-mailbox

After pressing the **“Create new account”** button, you will see a green label with the message that more instructions have been sent to your e-mail address.

[Home](#) [What is the Campus?](#) [Virtual Classroom](#) [Open Resources](#) [Virtual Experiences](#) [Virtual Clinic](#) [PAHO](#) [WHO](#)

[Home](#) » Your account has been created successfully



- Further instructions have been sent to your e-mail address.
- If you have not received the activation email in your inbox, check the junk or spam folder. If you require assistance, please contact us through our [help desk](#).

Your account has been created successfully

More instructions have been sent to your email address.

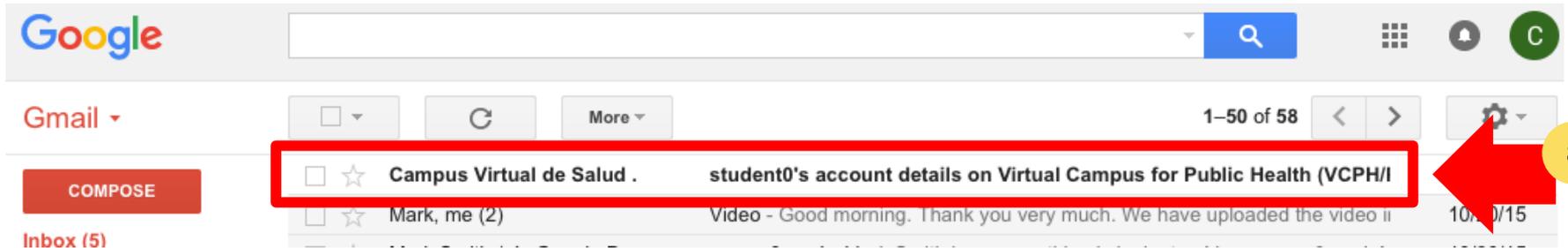
If you have not received the activation email in your inbox, check the junk mail folder. If you require assistance, contact us through our [help desk](#).



Step 8

Go to the inbox of the e-mail address that you entered when you completed the form and look for the account details e-mail **(8)**.

In the event that after a few minutes you have not received the message, check your **“Spam messages”** folder.



Step 9

Read the message that displays your new username. Press the link (9) to complete the activation process. If the link does not open automatically, then copy and paste the link in your internet browser.

Gmail ▾



COMPOSE

Inbox (4)

Starred
Sent Mail
Drafts
More ▾

student0's account details on Virtual Campus for Public Health (VCPH/PAHO) Inbox x

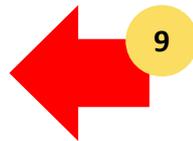


 **Campus Virtual de Salud Pública** cvsp@pa 4:38 PM (7 minutes ago) ☆  
to me ▾

student0,

Thank you for registering at Virtual Campus for Public Health (VCPH/PAHO). You may now log in and verify your account by clicking this link or copying and pasting it to your browser:

https://www.campusvirtualsp.org/en/user/registrationpassword/312231/1485207505/p_OIHR5Dizj-gelifTJEEZmZQdTIXwgOwKZjedZ_9LA



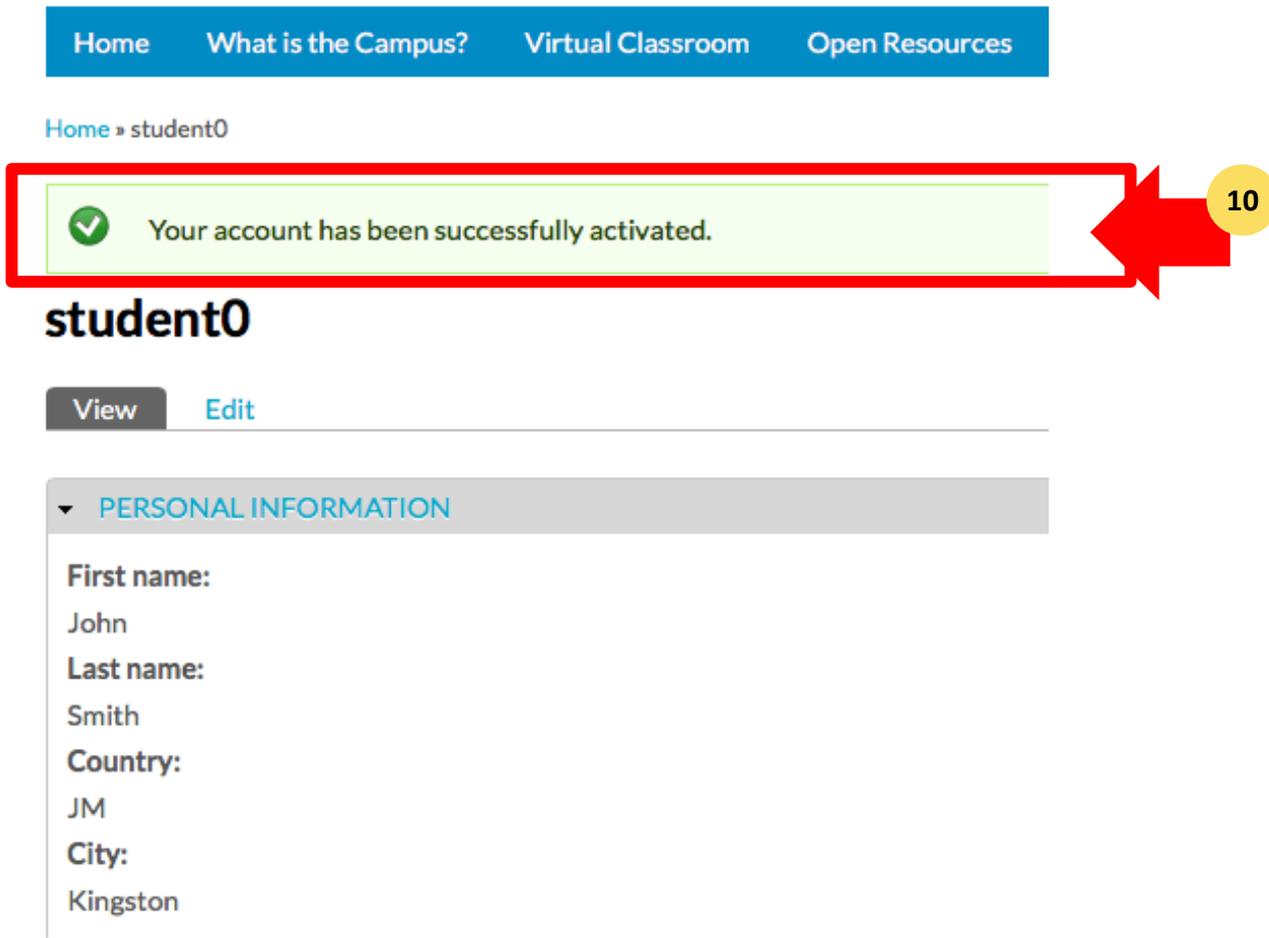
If you were unable to activate your account, please contact us through our [help desk](#)

You will be able to log in at <https://www.campusvirtualsp.org/en/user> in the future using:
Username: student0
Password: Your password

Virtual Campus for Public Health (VCPH/PAHO)'s Team

Step 10

Once you complete the previous steps, your account will be created and successfully activated **(10)**. You can go back to the Homepage of the Portal, or any of the Campus Virtual Classrooms and log in with your new account.



The screenshot shows a user profile page for 'student0'. At the top, there is a blue navigation bar with links: 'Home', 'What is the Campus?', 'Virtual Classroom', and 'Open Resources'. Below the navigation bar, the breadcrumb 'Home » student0' is visible. A green success message box with a checkmark icon and the text 'Your account has been successfully activated.' is highlighted with a red border. A red arrow points from a yellow circle containing the number '10' to this message box. Below the message, the user's name 'student0' is displayed in large bold text. Underneath the name are two buttons: 'View' (dark grey) and 'Edit' (blue). A section titled 'PERSONAL INFORMATION' is expanded, showing the following details: First name: John, Last name: Smith, Country: JM, and City: Kingston.



PAHO



VIRTUAL CAMPUS HELP DESK

If you need assistance, please go to
the Campus Help Desk:

<https://ayuda.campusvirtualsp.org/?q=en>



www.campusvirtualsp.org



cvsp@paho.org

Follow us on:



campusvirtualsp



@campusvirtualsp