



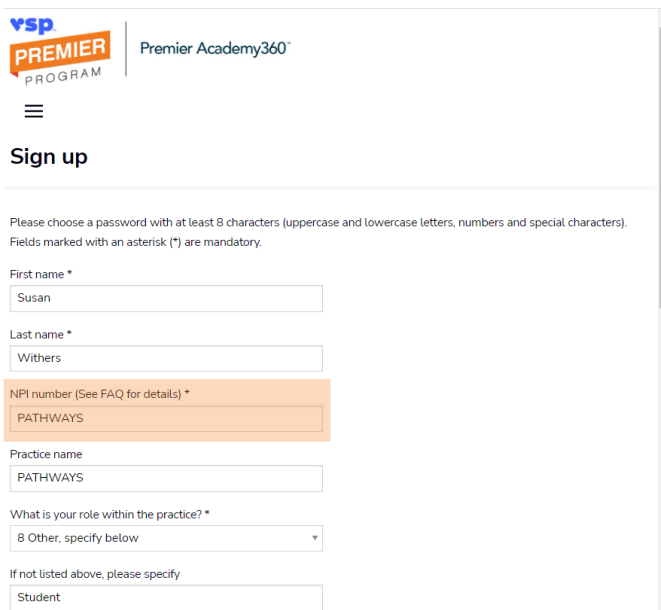
## JOB AID: PREMIER PATHWAYS BUSINESS TRACK in PREMIER ACADEMY360

### Register

- 1 Open [mypremieracademy360.com/vspilp/pages/signup.jsf](https://mypremieracademy360.com/vspilp/pages/signup.jsf).
- 2 To create a user account, complete the **Sign up** form fields, including reviewing and accepting the terms and conditions, and click **SIGN UP**.

**Note:** For the **NPI number**, enter **PATHWAYS**.

**Tips:** You must use a unique email address to register. The system sends an automated email to the address you provided. If you don't receive the automated email within five minutes, please check your spam folder.



The screenshot shows the 'Sign up' form in the Premier Academy360 interface. The form includes the following fields and instructions:

- Instructions:** Please choose a password with at least 8 characters (uppercase and lowercase letters, numbers and special characters). Fields marked with an asterisk (\*) are mandatory.
- First name \*:** Input field containing 'Susan'.
- Last name \*:** Input field containing 'Withers'.
- NPI number (See FAQ for details) \*:** Input field containing 'PATHWAYS'.
- Practice name:** Input field containing 'PATHWAYS'.
- What is your role within the practice? \*:** Dropdown menu with 'Other, specify below' selected.
- If not listed above, please specify:** Input field containing 'Student'.



Practice address  
1234 Learning Way

Practice city  
Enterprise

Practice state  
PA

Practice zip code  
17011

Practice phone number \*  
7175557890

User name / email \*  
SusanRWithers@Comcast.net

Password \*  
••••••••

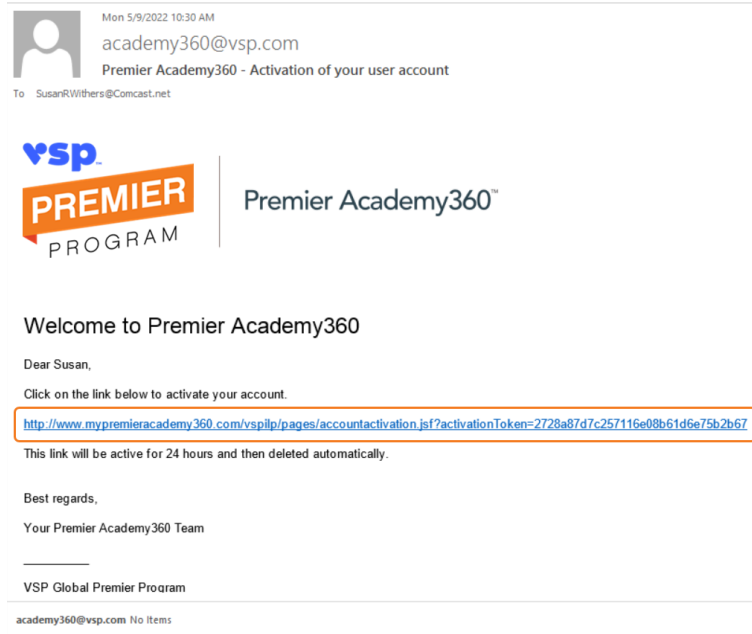
Repeat password \*  
••••••••

I accept the [VSP Terms of Use and Privacy Notice](#)

**SIGN UP**

3

Open the activation email and click the link to activate your account.



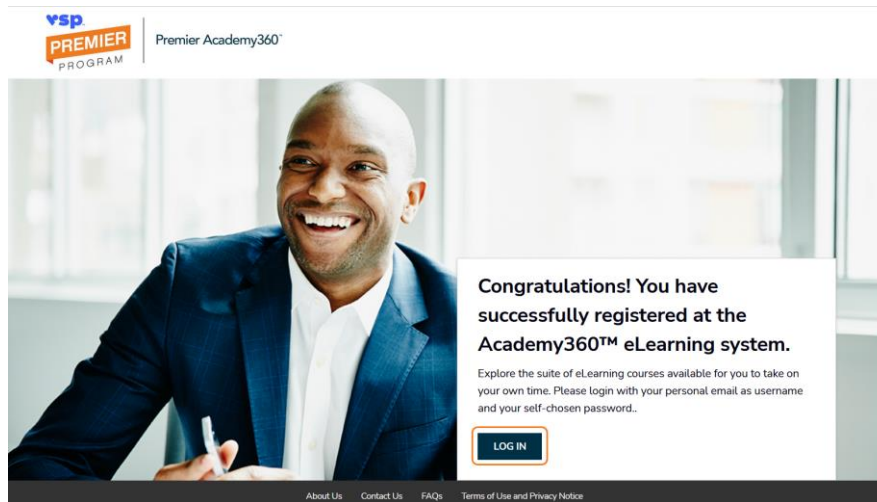
**Note:** The Premier Academy360 Login page opens.



## Log In

1

Click **LOG IN**.



**Note:** Going forward, you can access the Login page directly at [mypremieracademy360.com](https://mypremieracademy360.com).

## Find, Open, and Enroll in a Course

1

In the **Search** field, enter the course number or name and click **SEARCH**. For this example, we've used *It Starts with Marketing*.

It Starts with Marketing

**Note:** As an alternative, click **SEARCH CATALOG** to see a list of all courses to which you have access under your account.



**2** In the search results, click the course you want to access. Then, on the description page, click **ENROLL**.

## 404GP It Starts with Marketing

15 Value Points for Academy360

📖 Online course

Description

Creating awareness about your practice is the first step to getting noticed. Take this course to learn how to speak to your consumers' unique needs and leverage the right communication channels to successfully market your business.



**ENROLL**

**3** After you enroll, the course content becomes available. To launch the course, click the **Arrow** icon at the lower-right.

## 404GP It Starts with Marketing

📖 Online course 🎧 In progress

Description Course

Content

IT STARTS WITH MARKETING

📖 ⓘ →



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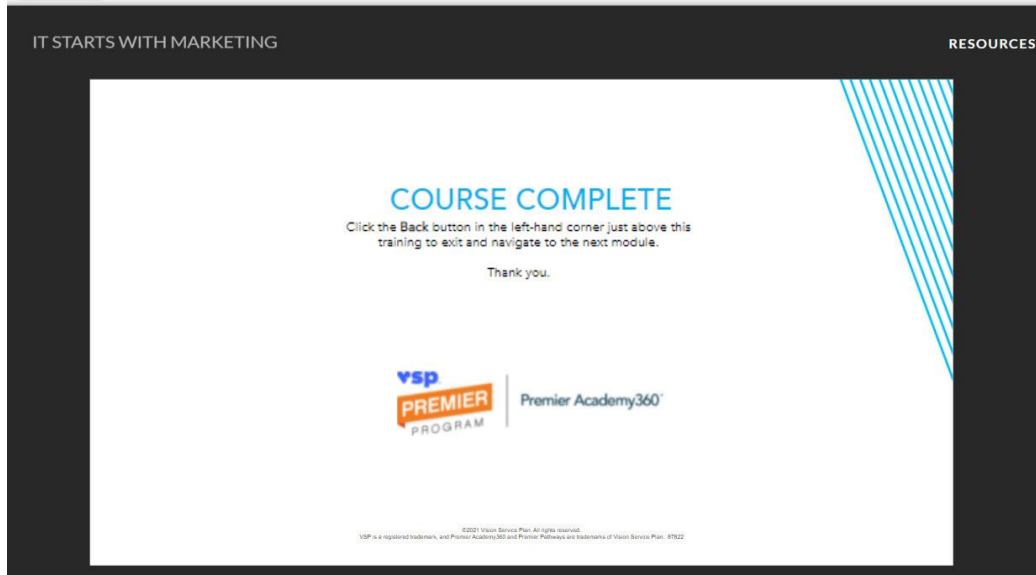


## Complete a Course

1

After you finish the course, click **Back** in the left-hand corner just above the training to complete the course.

« Back



## Additional Information

### Receive Full Access

If you are, or when you become a VSP network provider, contact [academy360@vsp.com](mailto:academy360@vsp.com) to get full access to courses, badging, and more in accordance with your practice's Premier status.

### Contact Us

For Premier Academy360 questions, reach out to [academy360@vsp.com](mailto:academy360@vsp.com). For more information about Pathways, visit [careers.odpaths.com](http://careers.odpaths.com).