

Access VCG Login Help

REGULAR ATTENDERS HOW TO CREATE A LOGIN

Step 1: Click on the “Login” button from www.vcgurnee.org/accessvcg

Step 2: Click on the “Click Here” link next to “Need a login?” on the Sign In page.

Step 3: Enter E-mail Address, First/Last Name on the Account Sign Up page, then click “find me.” **NOTE:** Be sure to enter the email address that VCG has on file for you or the system will be unable to find you.

If the system is unable to “find” you, call or email the AccessVCG helpdesk at 847-244-6606, ext. 125 or access_vcg_admin@vcgurnee.org.

Step 4: An email will be sent to you with your username and password.

Step 5: Log into AccessVCG! (TIP: Copy and Paste the password from your email into the password field on the AccessVCG login page by following these instructions:

- highlight the password
- right click on the highlighted password and choose “copy”
- right click in the password box on the log-in page and choose “paste”

1  **2** Need a login? [Click here](#) **3** 

The diagram illustrates the first three steps of the login process. Step 1 shows an orange button labeled "Login". Step 2 shows a link "Need a login? Click here". Step 3 shows a screenshot of the "Account Sign Up" form, which includes fields for "E-mail Address", "First Name", "Last Name", and "Suffix", along with a "Find Me" button.

GUEST LOGIN INSTRUCTIONS

If you do not attend VCG regularly and wish to sign up for an event as a guest...

Step 1: Click on the “Guest Log-In” button.

Step 2: Click on the “Register” button next to the event you wish to sign up for.

Step 3: Click on the “Click here” link next to “Need a login?”

Step 4: Fill in the necessary information to set up your guest login and click “continue”

Step 5: Register for the event!

1  **2**  **3** Need a login? [Click here](#)

The diagram illustrates the first three steps of the guest login process. Step 1 shows an orange button labeled "Guest Login". Step 2 shows a blue button labeled "Register". Step 3 shows a link "Need a login? Click here".