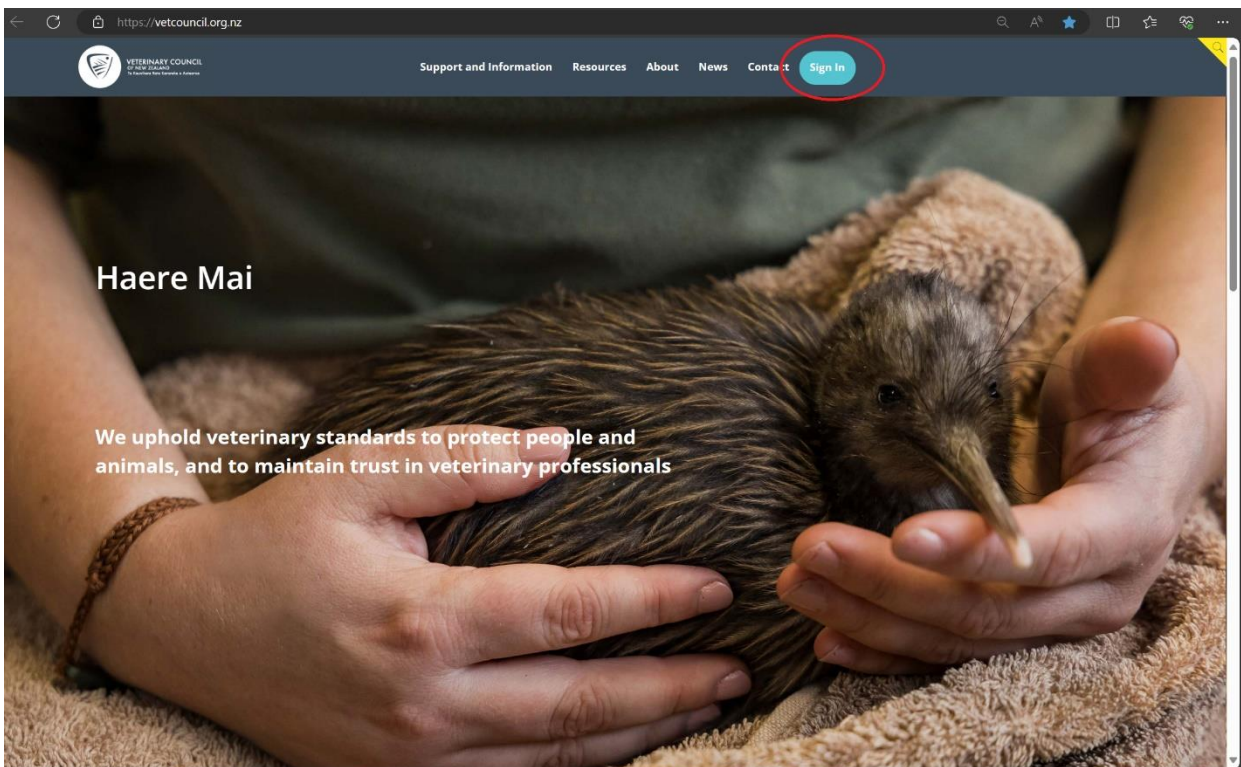
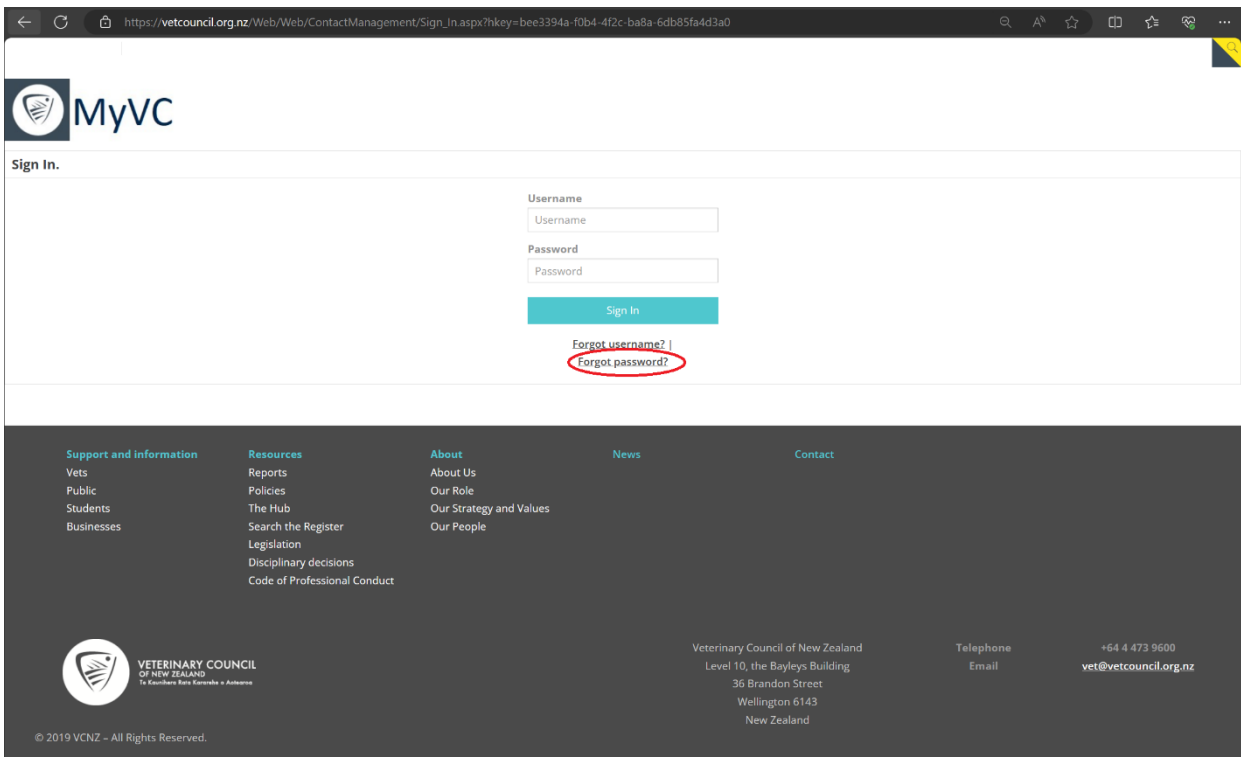


Logging in to MyVC for the first time or when you've forgotten your password

1. Go to www.vetcouncil.org.nz and click on the "Sign In" button at the top of the page.



2.
 - a. If you have not logged in before, click on the Forgot password button.
 - b. If you have logged in before, enter your username (your registration number) and password and click Sign In then proceed to step 7.
 - c. If you have logged in before but forgot your username or password, click on the relevant link and follow the instructions.



3. Enter your username (your registration number) and click submit. You can find your registration number on your Annual Practising Certificate.

The screenshot shows a web browser window with the URL <https://vetcouncil.org.nz/Parts/Contact%20Management/ContactSignIn/ContactSignInDialog.aspx?SendPasswordReset=true&CK=2a3b521e-0ef6-48b0-9315-44b32df2...>. The page title is "Password request". Below the title, it says "Enter the Username for your user account, then click Submit. We will email you a link to a page where you can easily create a new password." There is a text input field labeled "*Username" with a "Forgot username?" link to its right. Below the input field are two buttons: "Submit" and "Cancel". The footer of the page contains the Veterinary Council of New Zealand logo, contact information (Level 10, the Bayleys Building, 36 Brandon Street, Wellington 6143, New Zealand), telephone number (+64 4 473 9600), and email address (vet@vetcouncil.org.nz). It also includes a navigation menu with categories like Support and information, Resources, About, News, and Contact, and a copyright notice: © 2019 VCNZ – All Rights Reserved.

4. Once you click submit, an email will be sent to the email address we have for you with details on how to set your password.
 - a. If your email address has changed since your last APC renewal, please email vet@vetcouncil.org.nz or call 04 474 9600 and a team member will update these details for you.

The screenshot shows a confirmation message on the Veterinary Council of New Zealand website. The message reads: "Thank you. If the username entered is associated with a valid email address, you will receive an email from us with instructions for resetting your password. If you do not receive this email, please check your junk mail folder or contact us for further assistance." Below the message is a "Close" button. The footer of the page is identical to the previous screenshot, showing the Veterinary Council of New Zealand logo, contact information, navigation menu, and copyright notice.

5. Check your emails, you should have an email from vet@vetcouncil.org.nz with details on how to set your password. If you can't see the email, check your Junk Mail folder.
6. Click the link in the email and you will be taken to a page where you can set a new password. Once this is done, you will be logged into MyVC.