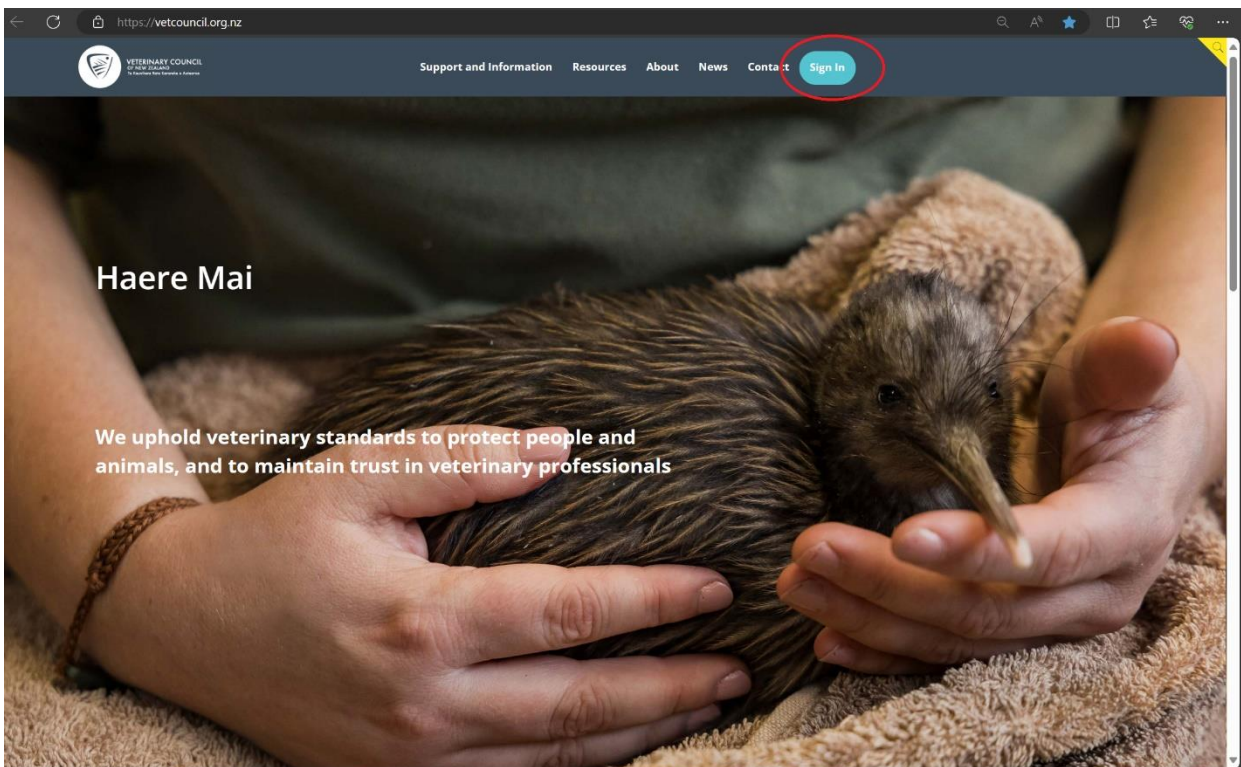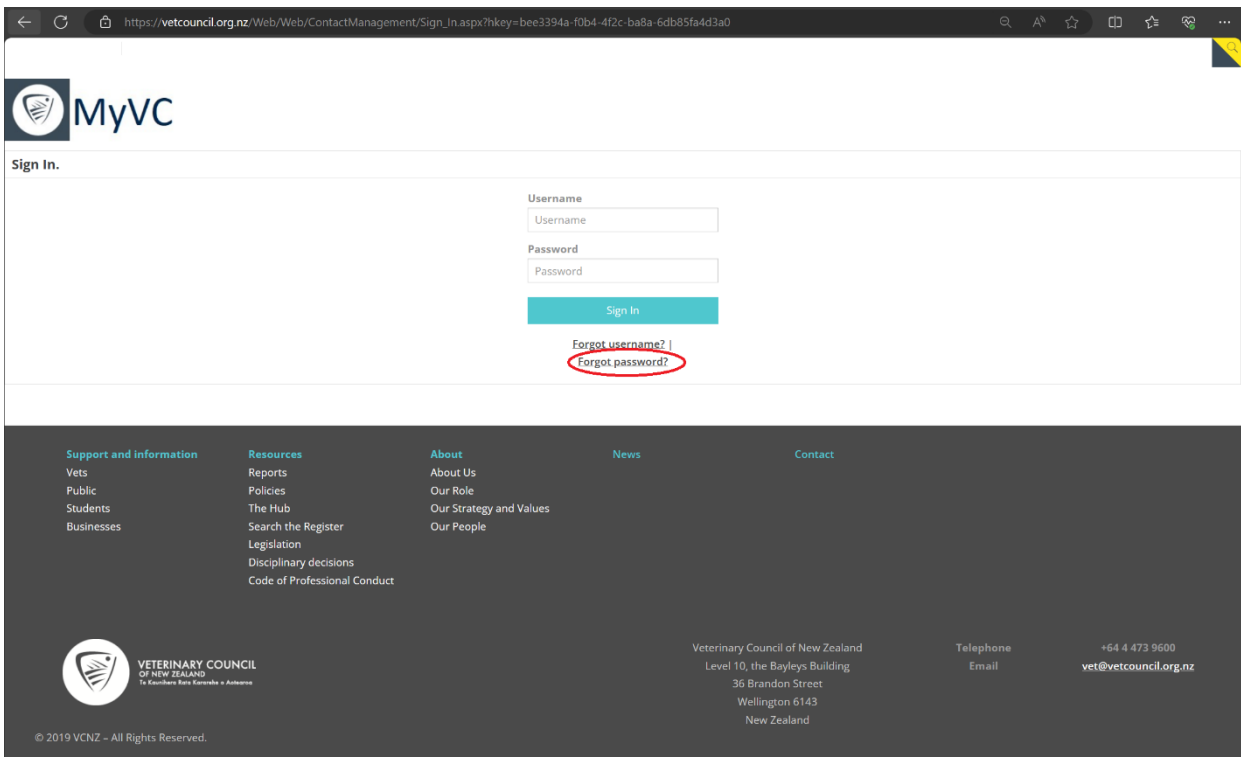# Logging in to MyVC for the first time or when you've forgotten your password

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.

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.

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.