



New User Registration (Veteran or Applicant)

1. To register for the Virginia Military Survivors & Dependents Education Program (VMSDEP) website, click on *Sign Up* on the Home Screen.

The screenshot shows the VMSDEP TEST Environment login page. At the top, there is a logo and the text "VMSDEP TEST Environment". Below that, it says "Welcome to Virginia Military Survivors & Dependents Education Program". There are two input fields for "Email" and "Password", both with asterisks indicating they are required. A link "Forgot your email or password?" is located below the password field. At the bottom, there are two buttons: "Login" and "Sign Up". A disclaimer at the bottom states: "You are accessing the State's information system, the information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties."

2. On the Information Check screen, enter your *Last Name*, *Date of Birth*, and *Social Security Number* in the designated fields. Then, complete the *reCAPTCHA* – “*I’m not a robot*” check and then click the *Check* button.

The screenshot shows the "Information Check" page in the VMSDEP TEST Environment. It features three input fields: "Last Name" (with the value "LORD"), "Date of Birth" (with the value "3/1/1979"), and "Social Security Number" (with a masked value "*****"). Below these fields is a reCAPTCHA "I'm not a robot" check with a "Check" button and a "Cancel" button. At the bottom, there is a copyright notice: "Copyright © 2021 / Department of Veterans Services | 101 N. Main St., Richmond, VA 23219 | 800.769.6296".

3. If the information entered matches a current VMSDEP profile, on screen instructions will provide next steps. If the information entered does NOT match a current VMSDEP profile, the Registration page opens.
4. Select the user type you would like to register as (*Applicant or Veteran*) and input the required information. Complete the *reCAPTCHA* – “*I’m not a robot*” check and then click the *Save* button.

The screenshot shows the "Registration" page in the VMSDEP TEST Environment. It displays a message: "The information entered does not match any in our system. Please create a new user profile." Below this, there are several input fields: "User Type" (set to "Veteran User"), "Email Address" (set to "smallock@vms.com"), "Last Name" (set to "Lastname"), "First Name" (set to "Firstname"), "Middle Initial" (set to "MI"), "Social Security Number" (set to "999-99-9999"), "Date of Birth" (set to "1/1/1979"), "Address 1" (set to "123 Main Street"), "Address 2", "City" (set to "Richmond"), "State Province" (set to "Virginia"), "Postal Code" (set to "12345"), "Email Address (Alternate)", "Phone Number" (set to "(123) 456-7890"), and "Phone Number (Alternate)". At the bottom, there is a reCAPTCHA "I'm not a robot" check and a "Save" button.

- An email containing a *Reset Password* Link will be sent to the email entered on the Registration page. Click and the link and then enter your desired password. Click the *Submit* button.



- Upon returning to the Login page, enter your information and click *Login*. You will be logged in to your VMSDEP profile.