



Non-VUMC Issued Computers

The Learning Exchange requires new login credentials.

IMPORTANT: When accessing *The Learning Exchange* from a non-VUMC issued computer, it is recommended to use the incognito browser in either Google Chrome or Microsoft Edge. This will avoid any conflicts with other accounts on the computer when logging in.

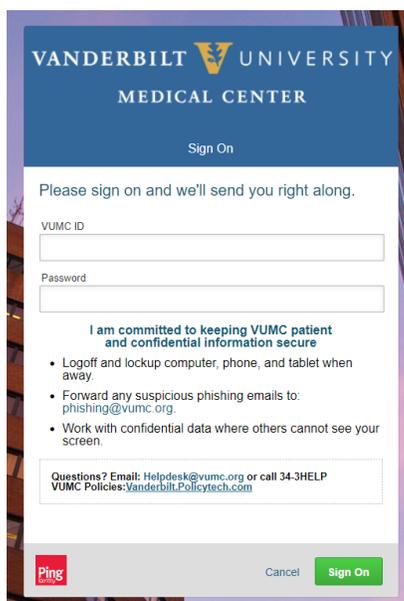
To open an incognito browser window



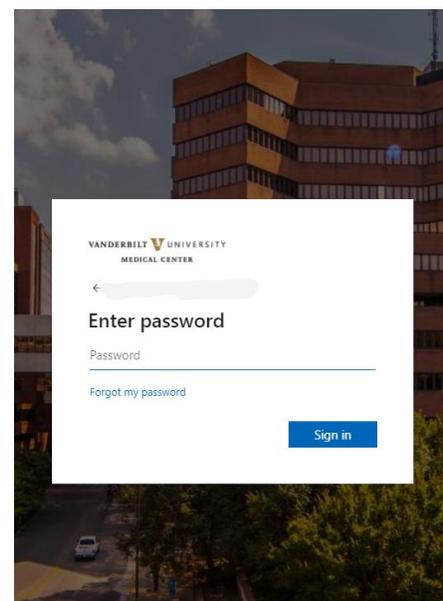
Upon your next login to The Learning Exchange

- 1 A new sign in page appears.

Current



Updated





Non-VUMC Issued Computers

- 2 Sign-in with **first name.last name@vumc.org** rather than VUMCID and password.

VANDERBILT UNIVERSITY
MEDICAL CENTER

Sign in

first.m.last@vumc.org

[Can't access your account?](#)

Back **Next**

VANDERBILT UNIVERSITY
MEDICAL CENTER

← first.m.last@vumc.org

Enter password

.....

[Forgot my password](#)

Sign in

NOTE: The login field requires you to enter your Vanderbilt University Medical Center (VUMC) Microsoft login information. This is usually **first name.last name@vumc.org**. If you do not know your vumc.org login, contact the VUMC IT Help Desk at 615-343-HELP (4357).

- 3 Register for Multi-Factor Authentication.

A Click **Next**.

VANDERBILT UNIVERSITY
MEDICAL CENTER

first.m.last@vumc.org

More information required

Your organization needs more information to keep your account secure.

[Use a different account](#)

[Learn more](#)

Next

Contoso

B **Download** the **Microsoft Authenticator app** from the App store on a cell phone. Once completed, click **Next** on this window.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

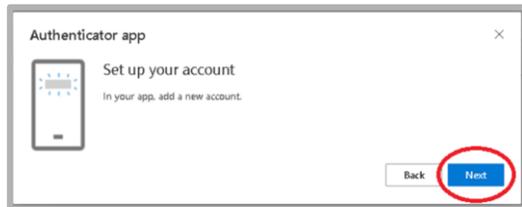
Next

[Learn to set up a different method](#)



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- C** In the Microsoft Authenticator app on your phone, **select the plus sign at the top right corner** to add an account, then select **Work** or **School Account**. In the pop-up window, **select Scan QR Code**. Once these steps are completed in the Microsoft Authenticator app, select **Next** on the computer.
- D** The following window should now be displayed. **Scan the QR code** on the screen with the cell phone.



- 4** This will complete the Microsoft Authenticator setup. **Clicking Next** on this window will send a test notification to the Microsoft Authenticator app. Select **Approve** on the notification.

Reason for the change

In February 2022, ExpeditionTech [announced](#) the start of its multi-year migration of VUMC applications and their related components from directories shared with Vanderbilt University to the VUMC directory. The effort includes; servers, databases, security groups, resource accounts, file shares. *The Learning Exchange* is next in sequence.