

## DUAL ENROLLMENT TRAINING SIGN UP

Vermont AOE has contracted with Public Consulting Group (PCG) to provide a system where qualified high school students to apply for vouchers. The platform also provides high schools, CTE centers, and colleges the ability to process these Dual Enrollment voucher/ticket requests.

### 2021-2022 TRAINING SCHEDULE

PCG offers trainings for both High School Voucher Coordinators and College Coordinators. Please see below for this year's training schedule:

August '21							September '21							October '21						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						



November '21							December '21							January '22						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29

February '22							March '22							April '22						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5		1	2	3	4	5						1	2	
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28						27	28	29	30	31			24	25	26	27	28	29	30

May '22							June '22							July '22						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

-  High School Coordinator Training
-  College Coordinator Training




## HOW TO USE BOOKINGS

We're excited to share that we will now be using Microsoft Bookings to schedule trainings. Microsoft Bookings is a scheduling tool that allows customers to book appointments. To sign up for your training, please follow the steps outlined below.

1. Follow the link to the Vermont Dual Enrollment Bookings site: <https://bit.ly/2Ud7gyN>  
You'll arrive at a home screen that looks like this:

### Vermont AOE Dual Enrollment Management System


✓ SELECT A SERVICE

<p>Help Desk Support <input type="radio"/></p> <p>Schedule a 1:1 virtual call for help desk sup... <a href="#">Read more</a></p> <p>30 minutes </p>	<p>College Coordinator Training <input type="radio"/></p> <p>In this training, we will go over the various ... <a href="#">Read more</a></p> <p>1 hour </p>
<p>High School Voucher Coordinator Training <input type="radio"/></p> <p>In this training, we will go over the full proc... <a href="#">Read more</a></p> <p>1 hour </p>	

2. Select the type of training that corresponds to your role. For instance, if you're a High School Voucher Coordinator, check the circle for High School Voucher Coordinator option:


High School Voucher Coordinator Training

In this training, we will go over the full proc... [Read more](#)

1 hour 

You'll see the space below change to indicate the training type for which you're booking:

In this training, we will go over the full proc... [Read more](#)

1 hour 

Booking for **High School Voucher Coordinator Training**

3. Select the Date and Time of your choosing. Available dates will appear with a dark circle on the calendar. You can use the arrows to scroll through each month.

August 31, 11:00 am

**DATE**                       **TIME**

< > August 2021

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	<b>31</b>				

11:00 AM

4. Once you've selected the Date and Time of your training, fill out your details below. The Name and Email fields are required, all other information is optional.

**ADD YOUR DETAILS**

<b>Name</b> Name	<b>Notes (optional)</b> Add any special requests
<b>Email</b> Email	
<b>Phone number (optional)</b> Add your phone number	
<b>Address (optional)</b> Address (optional)	

5. You'll be prompted to provide additional information. The name of your School or Program is required. While the remaining fields are optional, we encourage you to fill out this information, as your input can inform the training sessions and help us make them more impactful.

**PROVIDE ADDITIONAL INFORMATION**

What is the name of your school or program?  
Add your answer here

What do you hope to gain from this training? (optional)  
Add your answer here

What questions, if any, do you have about the Dual Enrollment platform? (optional)  
Add your answer here

What questions, if any, do you have about the Dual Enrollment program? (optional)  
Add your answer here

6. Click the “Book” button at the bottom of the page to schedule your trainings:

By clicking below you agree to these [privacy policies](#).

**Book**

You’ll then see a confirmation page appear:

## Vermont AOE Dual Enrollment Management System

✔ Thank you for booking with us! You will get a confirmation message in email shortly

Upcoming booking for

### High School Voucher Coordinator Training

📅 Tuesday, August 31, 2021

🕒 11:00 am (1 hour)

Reschedule

Cancel booking

New booking

You will also receive an email confirming your Training that includes the link to the Virtual Training Session via Microsoft Teams:

New booking: for High School Voucher Coordinator Training

 VT Dual Enrollment  
To

New booking from

High School Voucher Coordinator Training with



Tuesday, August 31, 2021

11:00 AM - 12:00 PM

(UTC-05:00) Eastern Time (US & Canada)

**Join your appointment**

via Microsoft Teams