

VTDE: Secondary School Coordinator Guide to Logging In & Out

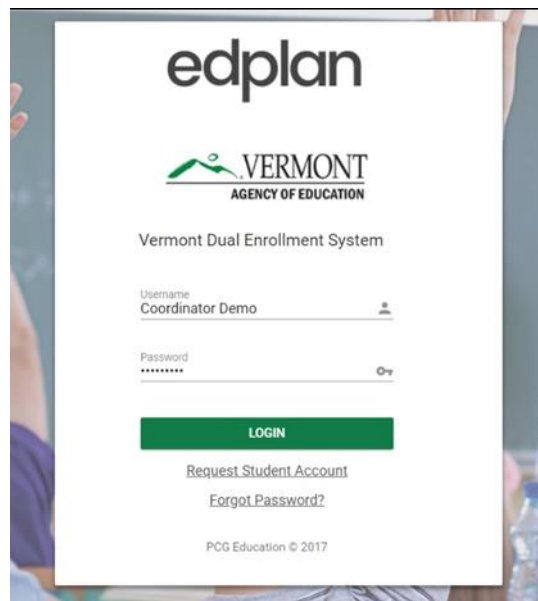
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Part 1: Logging into the Dual Enrollment System

Part 2: Logging out of the Dual Enrollment System

Part 1: Logging into the Dual Enrollment System

1. Navigate to the Dual Enrollment website (<https://dualenrollment.vermont.gov/vtde>).



2. Type in the Vermont Agency of Education (AOE) provided Username (format: Scooby Doo) and Temporary password.
 - a. Once logged in, enter a new Password. The password must contain one uppercase letter, one lowercase letter, a number, and a special character. It must be at least eight characters long.

NOTE: For assistance in selecting a quality password, select the *How to choose a good password link*.

3. In the next window, create a security question and a corresponding answer.
 - a. Select to **UPDATE QUESTIONS AND LOGIN** to login and confirm entries.
 - b. Select **UPDATE QUESTIONS AND ADD MORE** to add additional security questions, if desired.



Forgotten Password Questions		Coordinator Demo
Del	Question	Answer
<input type="text"/>	<input type="text"/>	<input type="text"/>
UPDATE QUESTIONS AND LOGIN		
UPDATE QUESTIONS AND ADD MORE		

4. The Dashboard/homepage displays upon logging in.

Part 2: Logging out of the Dual Enrollment System

1. In the upper righthand corner, select the logout icon.



2. The window will revert to the login page.