

VTDE: Student Guide to Account Access

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Part 1: Requesting a Student Account

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



2. Below the **LOGIN** button, select the *Request Student Account* link.
3. In the window, enter the required Demographic information (in red) to proceed with the account request.

NOTE: Only request an account if you do not already have an account. Ensure you are entering the correct birthday.

- a. If Yes is selected indicating participation in an Adult Diploma Program (ADP), use the dropdown menu to select the Adult Education Center.
- b. Enter your school e-mail and select a Password.

NOTE: This password will be used to login to the Dual Enrollment site. Write it down to ensure it is remembered.

- c. Respond to the Student Account Request Questions.



Student Account Request Questions

What are your strengths, abilities, and skills as a learner that you would want others to know?

(Required)

What supports or strategies have been helpful for you when engaged in learning experiences or courses that you would want others to know?

(Required)

Is there an adult at your school that you can talk to about your future, your plans, and get advice from?

Yes No
 (Required)

4. Click **SUBMIT REQUEST** when all fields are complete.
5. In the pop-up window, click **LOGOUT**. Your Secondary School Coordinator will complete the request process and if approved, you will receive account approval details to complete Part 2 below.

Part 2: Account Approval

1. Using the PIN provided via e-mail when your account was approved, navigate to the Dual Enrollment Login page to login.
2. Enter your Username and the Password you created during the account request process. Click **LOGIN**.
3. In the window, enter the Verification Pin that is in the approval e-mail. Create a new Password and enter it twice.

Your password has expired

Please provide the verification PIN delivered to your email to activate your account.

To change your current password, enter the new password in both of the following areas (See [How to choose a good password](#))

Verification PIN:

New Password:

New Password (to verify):

UPDATE PASSWORD AND LOG IN

4. Click **UPDATE PASSWORD AND LOG IN**.
5. Enter a security Question and a corresponding Answer.
6. Click **UPDATE QUESTIONS AND LOGIN** to create only one Question. Or click **UPDATE QUESTIONS AND ADD MORE** to add another row for entry.
7. To delete a Question, click the checkbox under the *DEL* column and select **UPDATE QUESTIONS AND LOGIN**.
8. Once logged into the system, the **STUDENT PROFILE** tab will be the first page seen. Make updates by clicking **EDIT PROFILE**.
9. To request a voucher, navigate to the “*VTDual Enrollment: Student User Guide-Request Vouchers*” for instructions.