Instructions on how to apply for a voucher

If this is your first time assessing this system, you will need to create an account:

1. Click on apply for a voucher
2. Click on 'Request Student Account'
3. Complete all the required fields on the page including your current high school or home study program.
4. Once, complete the account request will be sent to your voucher coordinator for account verification.
5. A soon as the voucher coordinator verifies your account access, you should receive an email with a temporary verification pin.
   a. Copy the verification pin
   b. Enter your Username as your First and Last Name (with a space between). Then enter the password you chose when you requested the account.
   c. Click LOGIN
   d. You will then be prompted to enter the verification pin. Once prompted, paste the pin and follow the steps on the screen. You should now be logged into the system.

If you have already created an account, follow these steps to request a dual enrollment course voucher:

1. Complete your profile information
   a. You will need to confirm contact and address information before completing a voucher request. Click the 'Profile Information' panel, enter the missing data via 'Edit Profile', and save the new information. You may now proceed to the Voucher application.
2. Voucher Information
   a. Voucher Type. This page will allow you to select the type of voucher being requested. If a Dual Enrollment voucher is selected, you will be prompted to choose your approving high school. If a Fast-Forward ticket is being selected, you will be prompted to choose your approving Technical Center.
   b. Enter all information about your family.
   c. Search for courses by subject area, location, and semester. Up to one course may be selected per voucher.
3. Voucher Finalization
   a. You should now be ready to 'Submit Request' which will send the voucher request to your voucher coordinator for review.
   b. You will then receive an email notification with the status of their review and next steps for course registration. To monitor the status of open requests, the 'Voucher Request Status' tile will display any vouchers in process and the staff member reviewing them

Contact Information:

If you have questions about this document or would like additional information please contact:

Student Pathways at AOE.DualEnrollment@vermont.gov