

VTDE: College Coordinator Guide to Logging In & Out

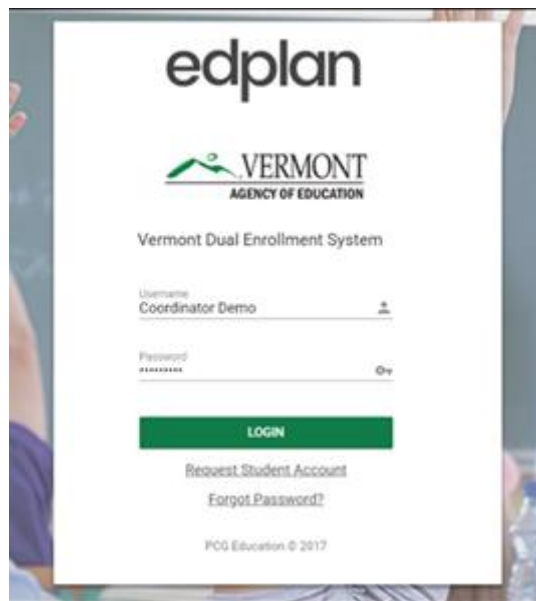
Sections in this Guide

Part 1: Logging In

Part 2: Logging Out

Part 1: Logging In

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



2. Type in the Username (format: Jane Doe) 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. Click **AGREE** in response to the representations and terms set forth on the screen.
4. 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.
5. Click **UPDATE PASSWORD AND LOG IN**.
6. 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"/>
<input type="button" value="UPDATE QUESTIONS AND LOGIN"/>		
<input type="button" value="UPDATE QUESTIONS AND ADD MORE"/>		

7. The Dashboard/homepage displays upon logging in.

Part 2: Logging Out

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



2. The window will revert to the login page.