



As an applicant to Vermont Technical College, you can track your application for admission and financial aid online. To do this, please step through the following instructions.

### **ACTIVATE YOUR ACCOUNT:**

1. Visit our site: [www.vtc.edu](http://www.vtc.edu)
2. Click the "Blackboard" link on the upper right corner of the page.
3. To activate your account, you need to click the "New User" Link.

If you have already applied to another Vermont State College (Castleton, CCV, Johnson or Lyndon), you may have already activated your account. If so, skip this part.

4. You **must** provide four pieces of data to activate your account: First Name, Last Name, College ID, and Last Four Digits of Social Security Number. (If you do not have a social security number or did not provide one, you will not be able to activate your account online. Please contact Admissions for assistance to manually activate your account.) You can look up your College ID at the "What's My College ID" link on the Blackboard page.

You will also be required to set your password. This password will be known only to you, and you need to remember it.

5. That's it! If you have any trouble in activating your account, please contact us at 800-442-8821 (Office Hours: Mon.-Fri. 8 - 4:30 p.m.)

## **CHECK YOUR APPLICATION STATUS:**

Once you have activated your account, you can track your application at [www.vtc.edu](http://www.vtc.edu) and click the Blackboard link (upper right corner).

1. Type your username and password. Hit **Login** button.
2. Click the **Vermont Tech** Tab
3. Click the **VSC Web Services** Button
4. Click the Green **Applicants** Button

### **Search for Sections**

You can search available courses by location, subjects, term, course level, even by dates!

### **Admission Missing Documents**

This is where you track your application. Any documents needed to complete your file will be listed here and will be marked received as soon as they arrive in the admissions office.

### **Financial Aid Document Status**

This is where you track your financial aid application. You may view documents for the current academic year required to complete your financial aid file with links to downloadable documents. Information will be available in early February if we have received a valid FAFSA.

### **Financial Aid Award Letter**

Once your financial aid file is complete and you are accepted, you can view your award letter on line to accept and/ or decline any aid awarded. Award letters will be sent starting in early March.

### **Financial Aid Award by Year**

#### **Financial Aid by Term**

Once you have received an award letter you can view your package by year or term by either of these web service options.

### **Please note:**

1. **You will not learn the status of your admissions decision online.**
2. **After you've been accepted and paid your tuition deposit, extended online services will be available.**