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

**ACTIVATING YOUR ACCOUNT:**

1. Please go to [http://portal.vsc.edu](http://portal.vsc.edu).

2. Underneath the log-in box click “New users: Activate your account here”.

3. Fill in the information and click *Submit*.

4. Enter a password that meets the requirements. If you do not meet the requirements for the password, the page will let you know with a red star what needs to be fixed.

5. The next page will ask you to set up security questions in case you forget your password. You may pick any of the questions and type an answer in the corresponding box. Note that your answers are case sensitive. When you are finished, click *Submit*.

6. The next page verifies the information you submitted and also displays your username. When you are ready, click “Activate”.

7. Your account is now activated.

8. If you have any trouble activating your account, please contact IT by calling 802-728-1721, emailing at [vtcit@vtc.edu](mailto:vtcit@vtc.edu) or by submitting a Service Desk ticket.

**INSTRUCTIONS FOR ACCEPTING FINANCIAL AID ONLINE THROUGH WEB SERVICES:**

We are pleased to inform you of our electronic site for accepting aid, viewing your bill, and other administrative services available online 24/7. If you have been given a VTC login and ID, you can access Web Services via the Portal site on our web page at [www.vtc.edu](http://www.vtc.edu).

**ACCEPTING YOUR FINANCIAL AID:**

1. Go to [https://portal.vsc.edu/](https://portal.vsc.edu/)
2. Log-in with your *username* and *password*
3. Web Services is on the right side of the screen
4. Click on ‘Student Financial Aid’
5. Click on ‘Financial Aid Award Notice’
6. Enter the *school year* and *VTC*
7. *Accept* or *decline* your aid by checking the correct box
8. Hit the *submit* button