

# VERMONT TECH

## Key Student Services (KeySS)

(Billing, Financial Aid, Registrar)

### Next Steps Checklist

- Waive/Accept Student Health Insurance  
*VSC Portal*
  
- Set up FERPA Authorization  
(so VTC can speak w/ someone other than yourself about your account)  
*VSC Portal*
  
- Set up Authorized User Access  
(gives authorized person their own log-in access to your billing/tax information)  
*VSC TouchNet Bill Pay Site*
  
- Find Your Bill Online  
*VSC Portal – Self Service*
  
- Find Your Financial Aid Online  
*VSC Portal – Self Service*
  
- Find Your Class Schedule  
*VSC Portal*
  
- Review your Program Evaluation  
*VSC Portal*
  
- Check Your VTC Email  
*VSC Portal*
  
- Master Promissory Note (MPN) & Entrance Counseling (ENT) for Federal Direct Loans  
(no federal loan funding can disburse to your bill until these are complete)  
<https://studentaid.gov/>
  
- Navigate VTC Website  
<https://www.vtc.edu/key-student-services/>