VERMONT TECH

New students must activate their Vermont Tech IT accounts to have access to Portal, Web Services, and their Vermont Tech email services.

Web Services has class schedules, unofficial transcripts, mid-term warnings, grades, test scores, graduation applications, degree audits (program evaluations), bills, financial aid, and FERPA/Privacy information. Take some time to look at what is available on the Web Advisor Student Menu.

ACTIVATING YOUR VERMONT TECH PORTAL ACCOUNT:

1. Please go to *http://portal.vsc.edu*.

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

3. Verify your identity and request a PIN: Enter your user information

4. Select where you want the PIN to be sent

5. Validate your PIN: Enter the PIN that was sent to your mobile device

6. Create and confirm your new password

7. Your account is now activated.

8. If you have any trouble activating your account, please contact IT by calling 802-728-1721 or emailing at vtcit@vtc.edu.

CHANGE FORM

With our streamlined process, you are not required to accept your financial aid. However, it is your responsibility to notify the Financial Aid office if you wish to decline or revise (decrease) all or part of the aid offered.

- You may do this via the Portal/Web Services or by completing and **returning the Change Form found at vtc.edu/FA-Forms**.