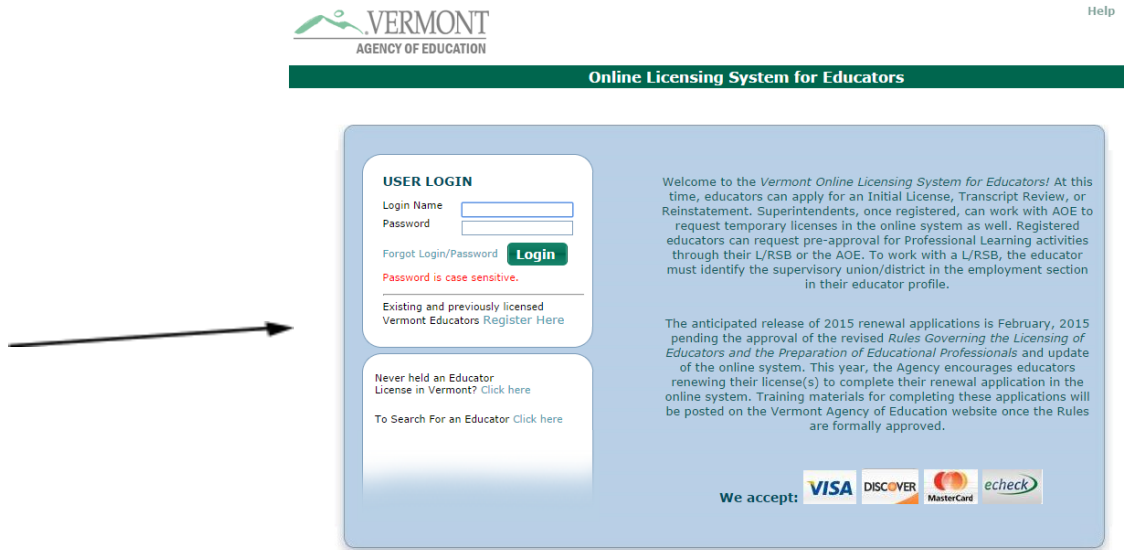


How to create your account for the Online licensing system:

- Open Internet Explorer (the site has some glitches in Chrome)
- Go to <https://alis.edlicensing.vermont.gov/login.aspx>
- Click Register Here



- Enter your last name, SSN and date of birth to access your account through the state.
- Set up a username, password and your contact info. Put your preferred email as one you check over the summer.
- When you are in, choose **Update Profile** from the menu on the left
- Under **Employment Details**, **Add** a new employer and choose Colchester School District. Then complete with the rest of your details.

Save when you are finished. That is all for now.