High School Instructor Guide

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Request Account to Teach Dual Credit

1. Request an account to teach dual credit by completing the following form:
   https://foxvalleytechnicalcollege.formstack.com/workflows/dualcreditaccountrequest

2. You will receive an email in approximately one week with instructions on how to reset your password and select the course(s) you want to teach.

Select Course(s) You Want to Teach

1. Complete the following form for a course you want to teach:
   https://foxvalleytechnicalcollege.formstack.com/workflows/request_to_teach_dual_credit_course

   *__***You will need to log in with your FVTC userID (ext. username). If you do not remember your userID or password, please contact the FVTC Helpdesk 920-735-5644***__*

2. Your request will be sent to the K12 Office for review. You will be contacted by an FVTC Instructor or Dean regarding your submission once it has been reviewed. If you have any questions please contact the K12 Office at 920-735-2563 or email Alex Mischler at mischlea@fvtc.edu.

3. Repeat for every course you want to tech.

Instructor Development Plan

If you have not met all the requirements to teach the Dual Credit course, you may be required to have a development plan to meet the requirements to teach the course.

1. You will be contacted by FVTC's Training and Development team (T&D) to put together a plan.

2. If you do not wish to complete a plan, let T&D know that you have decided:
   a. To teach the course as Advanced Standing (see Advanced Standing)
   b. Not to teach the course

Advanced Standing

An Advanced Standing class is a high school course that matches a technical college course taught by a high school teacher at the high school. A successful student becomes eligible to receive Advanced Standing after enrolling in an Associate Degree or Technical Diploma at the college.

If at any point during the Dual Credit review process you decide to teach the course as Advanced Standing, please inform the person you are working with of your decision.

Annual Course Renewal Process

1. You will receive an email when it is time to register to teach.

2. Follow the steps under Select Course(s) You Want to Teach for each course you want to teach.
   *__***If you do not remember your FVTC userID (ext.username) or password, please call the FVTC Helpdesk at 920-735-5644***__*

EXT Password Reset Process

1. Go to the FVTC website: https://www.fvtc.edu/
2. Click on "Staff" then "Reset Password"
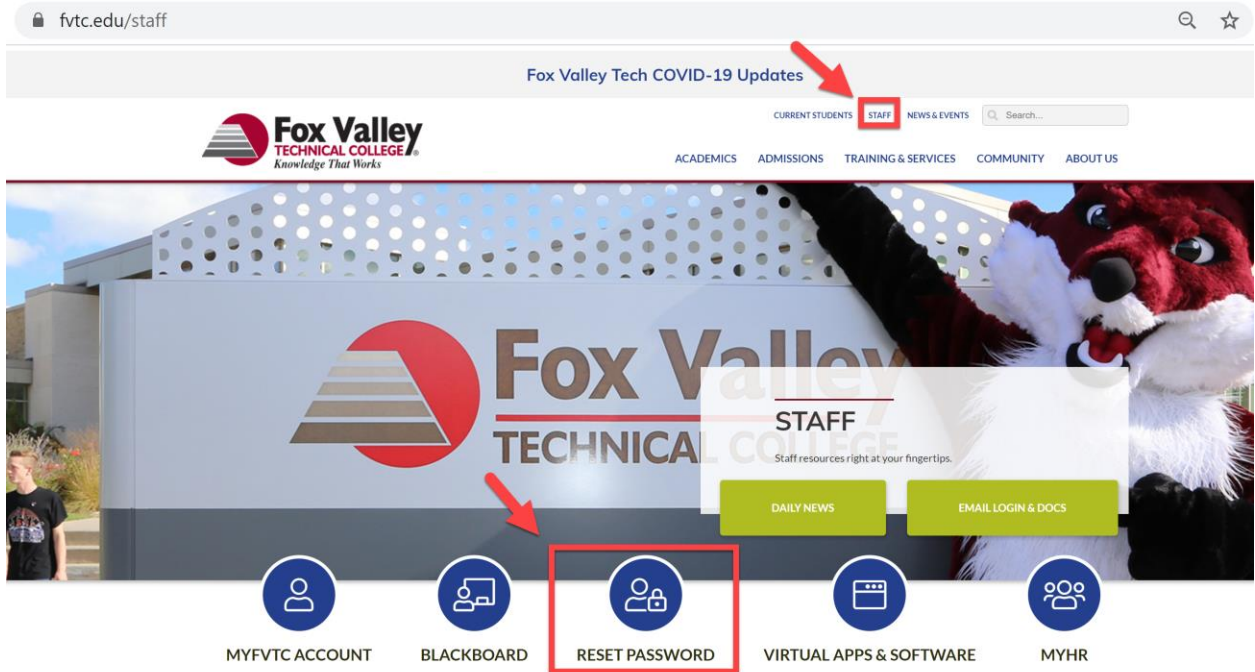
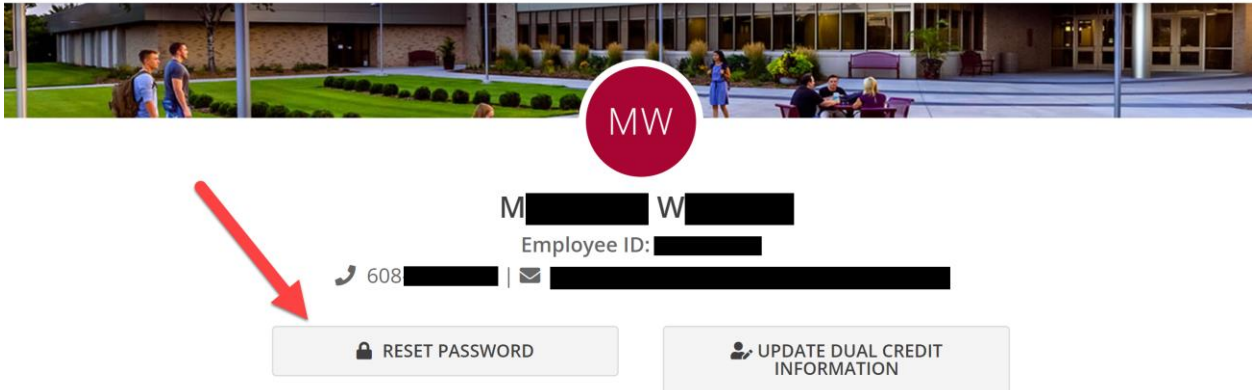3. If you know your current username and password, enter those details and click on "Sign In", otherwise, click on "Forgot Password?"

4. If you signed in, click on "Reset Password" and follow the on-screen prompts

5. If you clicked on "Forgot Password?" enter your username (example: ext.MyName) and click on "Continue"
6. Verify the correct account was found and click on "Continue"
7. Follow the on-screen prompts to reset your password
8. If you can't remember username, or if any of the above instructions do not work, call the FVTC Help Desk at 920-735-5644