Transfer Vouchers – Used for giving vouchers to a colleague so they can enroll students

1. After logging in go to your EDGE Dashboard by clicking My IPC EDGE

2. Click Enroll Students

3. Select View Vouchers next to the course you will be that has the vouchers you wish to transfer

4. Select Transfer Vouchers

5. Enter the First Name, Last Name, Email, and number of Vouchers you will transfer. Then click Submit
6. Confirm information entered is correct. Then click Transfer Vouchers.