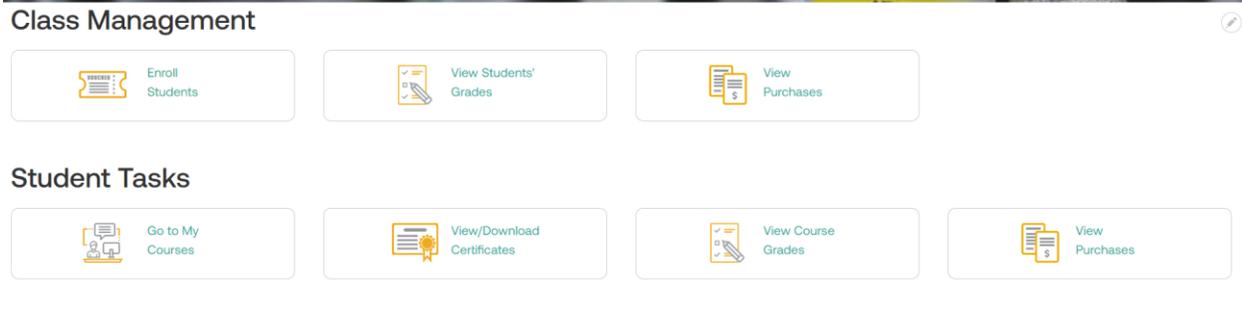


Transfer Vouchers – Used for giving vouchers to a colleague so they can enroll students

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



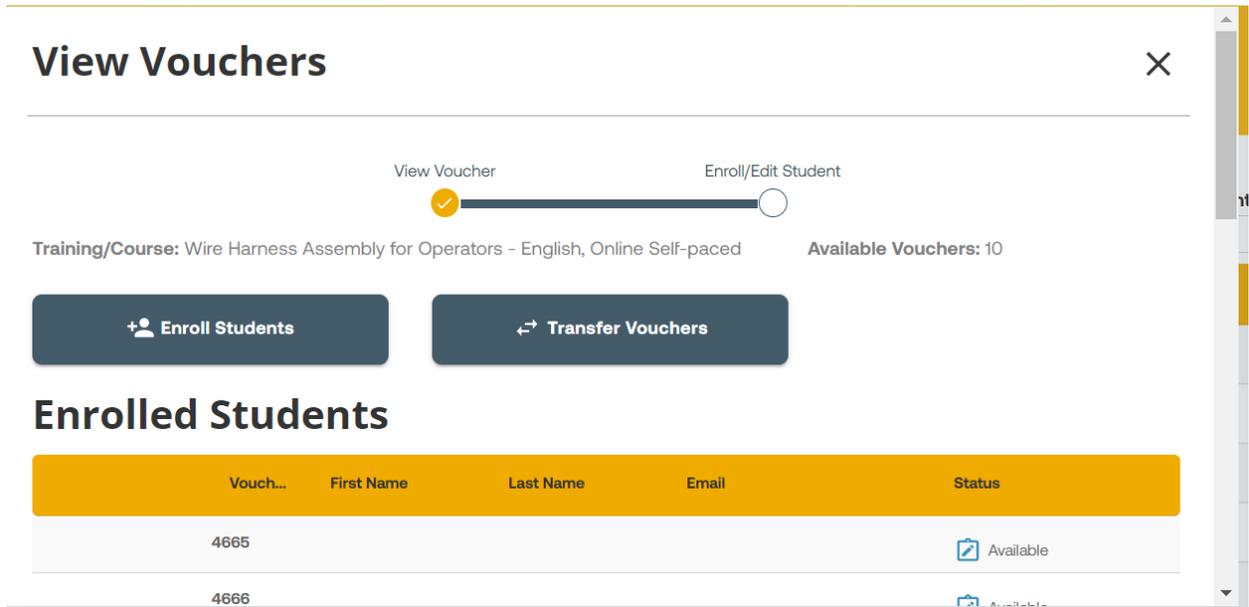
2. Click Enroll Students



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

| Training/Course | Availability | Expiration Date | Action |
|--|--------------|-----------------|---|
| ESD for Electronics Manufacturing - English, Online Self-paced | 0 of 3 | 09/30/2023 | <input checked="" type="checkbox"/> View Vouchers |
| Wire Harness Assembly for Operators - English, Online Self-paced | 10 of 17 | 09/30/2023 | <input checked="" type="checkbox"/> View Vouchers |

4. Select Transfer Vouchers



5. Enter the First Name, Last Name, Email, and number of Vouchers you will transfer. Then click Submit

Transfer Vouchers



First Name

Last Name

Email

Available Vouchers: 10

Number Of Vouchers To Transfer

 Submit

Cancel

6. Confirm information entered is correct. Then click Transfer Vouchers

Transfer Vouchers



Warning

You are about to transfer **1 voucher** to **Judy Wells**. Submission will be permanent and cannot be undone. Please verify that the information below is correct before proceeding.

First Name

Judy

Last Name

Wells

Email

judywells@ipc.org

Number Of Vouchers To Transfer

1

 TRANSFER VOUCHERS

Cancel