



HOW TO SCHEDULE A VVC MEETING?

Schedular Instructions:

1. Click the calendar icon to select the date, hour, minute, AM or PM, (enter the Veteran's Time Zone)
2. Enter the beneficiary's or fiduciary's name
3. Enter the beneficiary's or fiduciary's email address
4. Select the correct District and select the correct Regional Office.
5. Start typing the Field Examiner's name – please double-check to ensure you have the correct Field Examiner before you select the Submit button. Select the Reset button to enter next Veteran appointment.

VOCATIONAL REHABILITATION AND EMPLOYMENT
VRE
Preparing for Your Next Mission

Schedule Virtual Meeting

Meeting Schedule

1 **Date & Time** Date format is MM/DD/YYYY Time format is H:MM AM/PM

Time Zone

Veteran Information

2 **Last Name**

First Name

3 **E-mail Address**

Standard e-mail address format required. Important: If an incorrect address is provided, the veteran won't be able to participate in the meeting.

Confirm E-mail Address

This must match the preceding field exactly.

4 **District**

Regional Office

Service

Counselor

5 **Counselor Name**

Important notes:

- Multiple meetings will require multiple scheduling entries
- Regional Office is the location of the field examiner
- Service slot will remain "Chapter 31"
- Counselor name will be where field examiner will input their name