

## Electrical & Plumbing Apprentices

### VTSU Instant Enrollment Guide

These instructions have been prepared to walk you through the new registration system for **non-credit offerings**. If you are looking to register for credit-bearing courses as a matriculated or non-matriculated student, please log in to the VSC Portal ([portal.vsc.edu](http://portal.vsc.edu)) using your VSC username and password and navigate to self-service.

During your non-credit registration process, if you run into any difficulties at all, please email [Workforce@VermontState.edu](mailto:Workforce@VermontState.edu), with as much information as possible, screenshots are great, and we will work to resolve the issue. Please include a good phone number you can be reached at, as well as your VTSU Student ID number (**Returning Users**).

This document includes instructions for both returning users and new users to the VSC system. Please follow the guidance provided for the type of student you are.

## Definitions

**Course:** A VTSU non-credit offering. May also be referred to interchangeably as Training, Offering, or Section.

**Instant Enrollment:** The VTSU registration system for non-credit offerings. May also be referred to interchangeably as IE.

**New User:** Anyone who *has not* taken course(s) at a Vermont State College. May also be referred to interchangeably with New Student, or Participant.

**Offering:** A VTSU non-credit offering. May also be referred to interchangeably as Training, Course, or Section.

**Returning User:** Anyone who *has* taken a course(s) at a Vermont State College since 2000. May also be referred to interchangeably with Returning Student, Student, or Participant.

**Section:** A VTSU non-credit offering. May also be referred to interchangeably as Training, Course, or Offering.

**Student ID:** referred to interchangeably as Colleague ID

**Training:** A VTSU non-credit offering. May also be referred to interchangeably as Section, Course, or Offering.

**User:** Person using the Instant Enrollment registration system. May also be referred to as Student, Participant, New User, New Student, Returning User, Returning Student.

**VTSU:** Vermont State University

**VSC:** Vermont State Colleges

## Vermont State Colleges

The Vermont State Colleges include: Community College of Vermont, Castleton State College, Castleton State University, Johnson State College, Northern Vermont University-Johnson, Lyndon State College, Northern Vermont University-Lyndon, Northern Vermont University, Vermont Academy of Science and Technology (VAST), Vermont Technical College, or Vermont State University.

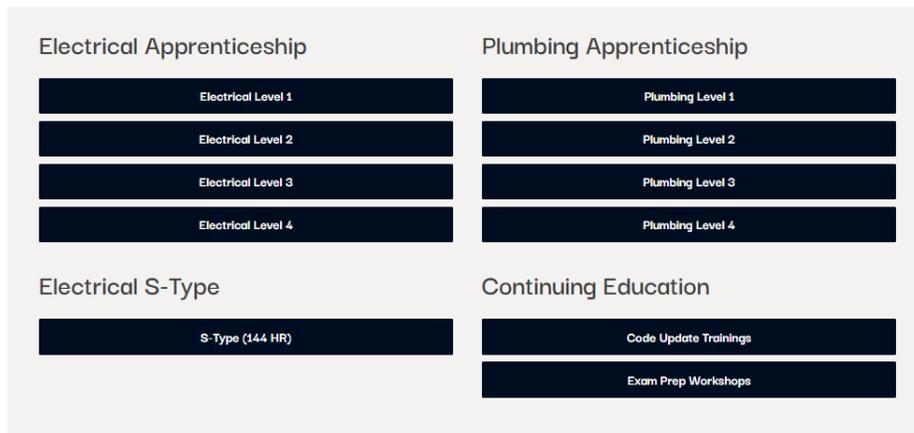
# Registering for a course

## Step 1: View Online Courses

Navigate to the [2025-26 Apprenticeship Registration web page](#)

## Step 2: Select Desired Course(s)

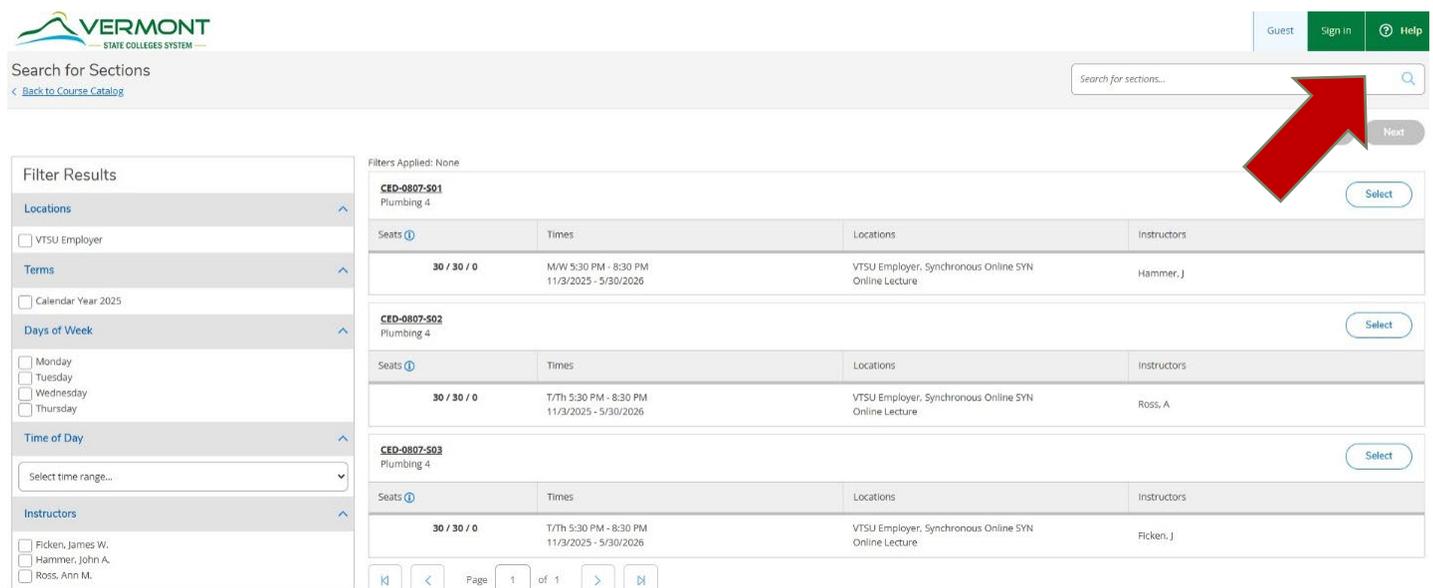
Using the content published on the VTSU website, click or tap the **TRADE and LEVEL** you are registering for. This will redirect you to the appropriate course section in Instant Enrollment.



The screenshot shows a grid of course selection buttons. On the left, under 'Electrical Apprenticeship', there are buttons for Electrical Level 1, 2, 3, and 4. Below that, under 'Electrical S-Type', there is a button for S-Type (144 HR). On the right, under 'Plumbing Apprenticeship', there are buttons for Plumbing Level 1, 2, 3, and 4. Below that, under 'Continuing Education', there are buttons for Code Update Trainings and Exam Prep Workshops.

## Step 3: Sign In or Guest

If you have a VSC username and password, click or tap **Sign In** and enter this information. If you have forgotten your password, or your password expired, you can reset your password at [reset.vsc.edu](https://reset.vsc.edu). For step-by-step instructions, see the **PASSWORD RESET STEPS** at the end of this document.



The screenshot shows the 'Search for Sections' page. At the top right, there are buttons for 'Guest', 'Sign in', and 'Help'. A search bar is located below the navigation. A large red arrow points to the search bar. On the left, there is a 'Filter Results' sidebar with sections for 'Locations', 'Terms', 'Days of Week', 'Time of Day', and 'Instructors'. The main content area displays a list of course sections for 'Plumbing 4'. Each section includes a 'Select' button, a table with columns for 'Seats', 'Times', 'Locations', and 'Instructors', and a 'Next' button. The table shows three sections: CED-0807-501, CED-0807-502, and CED-0807-503. At the bottom, there is a pagination control showing 'Page 1 of 1'.

Once you are **signed in**, the next page asks for optional additional information.

## Register and Pay for Continuing Education Classes

[Return to Instant Enrollment Course Catalog](#)

### Additional Details

Education Goal		
<input type="text" value="Please Select"/>		
Class	Reason for Taking	How You Learned About this Class
CED-0900-502 Redox Soil/Adv Analysis	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>

Click or tap **Submit**

If you do not have a VSC username and password, click or tap Guest (**not signed in**), and complete the Personal Identification information on the next page.

Register and Pay for Continuing Education Classes  
[Return to Instant Enrollment Course Catalog](#)

### Person Identification

#### Personal Details

Prefix  Suffix

First Name \*  Middle Name  Last Name \*

Birth Date \*   Gender

SSN \*  Confirm SSN \*

Citizen Country \*

#### Ethnicity & Race

Ethnicity

Race

#### Current Address

Outside US/Canada

Address Line 1 \*  Address Line 2  City \*  State/Province \*

Zip Code \*  County

#### Contact Details

Phone Number \*  Extension  Phone Type

Email Address \*

I certify that I am the person described above, and that the information presented is correct to the best of my knowledge. \*

Check the **certification statement box** and click or tap **Submit**

*(Please note that the certification statement wording has been updated to read, "I certify that I am authorized to submit this information and that, to the best of my knowledge, the information provided is accurate and complete.")*

## Step 4: Complete Registration and Payment Information

**Note:** The **Select** button is not available for sections at capacity. If not available, you will need to choose a different section.

Click or tap the **Select** button to choose the section.

**[CED-0841-SJ21](#)**  
Butchering Basics  
Non-Term Section: 4/1/2025 - 4/15/2025

[Select](#)

Seats ⓘ	Times	Locations	
99 / 100 / 0	W/Th/F 9:00 AM - 12:00 PM 4/1/2025 - 4/15/2025	VTC Roma Butchery/So Royalton Lecture & Lab	TBD

**Click Select to choose a section.**

Click or tap **Add Section** to add the section and continue the registration process.

### Section Details

**CED-0841-SJ21**  
**Butchering Basics**

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**Instructors** TBD

**Meeting Information** W, Th, F 9:00 AM - 12:00 PM  
4/1/2025 - 4/15/2025  
VTC Roma Butchery/So Royalton, TBD (Lecture & Lab)

**Dates** 4/1/2025 - 4/15/2025

**Seats Available ⓘ** 99 / 100 / 0

**Credits** 0

**Grading** Graded, Audit

**Requisites** None

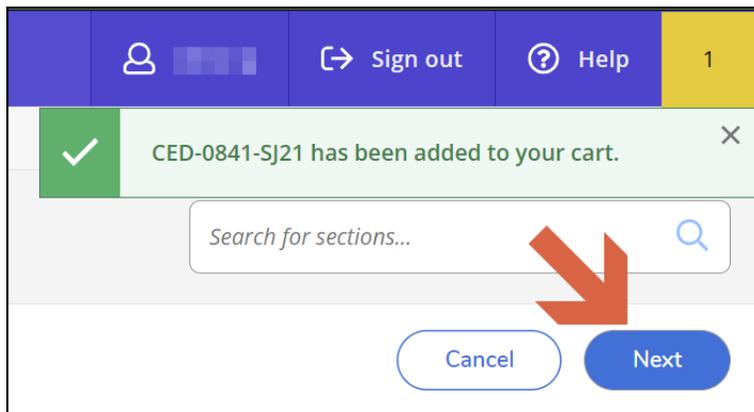
**Course Description** This training will cover the basics of whole-animal butchery with both instruction and hands-on demonstration.

**Books Total**

Close [Add Section](#)



Click or tap **Next**.



Enter **Additional Details** (optional)

Register and Pay for Continuing Educati...

[Return to Instant Enrollment Course Catalog](#)

### Additional Details

Education Goal  
Please Select

Class  
CED-0841-SJ21 Butchering Basics

Reason for Taking  
Please Select

How You Learned About this Class  
Please Select

Cancel Reset Submit

Click or tap **Submit**

## Step 5: Completing Registration

When a training is free, there will be a **Register** button.

### Register and Pay for Continuing Educati...

[Return to Additional Information form](#)

#### Pay for Classes

Before registering, you can choose to add/remove classes.

<a href="#">CED-0841-SJ21</a>		\$0.00	<a href="#">Delete</a>
Butchering Basics			
Non-Term Section: 4/1/2025 - 4/15/2025			
Seats <a href="#">i</a>	Times	Locations	Instructors
99 / 100 / 0	W/Th/F 9:00 AM - 12:00 PM 4/1/2025 - 4/15/2025	VTC Roma Butchery/So Royalton Lecture & Lab	TBD

#### Courses Summary

CED-0841-SJ21	\$0.00
Butchering Basics	
<b>Total</b>	<b>\$0.00</b>

[Cancel](#) [Register](#)

Click or tap **Register**.

When a training has associated costs, choose the appropriate **Payment Details**.

*NOTE: Not all payment options are available on all offerings.*

## Credit Card Payments

1. Click or tap **Pay Now**
2. Select **Self Service Credit Card Pmt** from the Payment Methods drop-down
3. Click or tap **Proceed to Payment**

The screenshot shows the Vermont State Colleges System website. At the top, there is a navigation bar with the logo, user ID 'ksr00310', 'Sign out', and 'Help' buttons. Below the navigation bar, the page title is 'Register and Pay for Continuing Education Classes' with a link to 'Return to Additional Information form'. The main section is titled 'Pay for Classes' and includes a sub-header 'Before registering, you can choose to add/remove classes.' There are two main panels: a class selection table and a summary panel.

Seats	Times	Locations	Instructors
30 / 30 / 0	T/Th 5:30 PM - 8:30 PM 11/3/2025 - 5/30/2026	VTSU Employer, Synchronous Online SYN Online Lecture	Garrow, G

**Courses Summary**  
CED-0805-S01 Plumbing 2 \$1,050.00  
Total \$1,050.00

**Payment Details**  
Click Proceed to Payment to pay the section's cost  
Payment Methods \*  
Self Service Credit Card Pmt

Buttons: Cancel, Pay Later, Proceed to Payment

4. Click or tap **Proceed to Payment**

## Select **Pay Now**

The screenshot shows the 'Payment Review' page. It has a header with the title and a link to 'Return to Pay for Classes'. Below the header is a table with 'Payment Information'.

Item	Amount
CED-0804-S04 Plumbing 1	\$1,050.00
Total Cost	\$1,050.00

Payment Method: Self Service Credit Card Pmt

**Pay Now**

You will be redirected to the Vermont State Colleges System secure TouchNet site.

Enter your **Card number** and select **Continue**



Important Information



Payment Method



Confirmation

**Transaction** Payment for classes

**Amount** \$1,050.00

Card Information

**Card number**

Cancel

Continue

**Debit and Credit Cards** - We accept credit or debit cards with the following logos:



Complete the remaining information requested.

**NOTE:** The billing address must match the address on the billing statement.

**VERMONT STATE COLLEGES SYSTEM** Important Information

Payment Method Confirmation

**Transaction** Payment for classes

**Amount** \$1,050.00

**Card Information**

**Card number** \*\*\*\*0639 ✓

**Expiration date** Month | Year

**Card security code** ⓘ  
Please enter a valid cvv.

**Name on card** ⓘ  
Name must be 2 to 45 characters.

**Personal Information**

**Email** ⓘ  
Please enter a valid email

**Billing Address**

**Country** United States | v

**Address 1** ⓘ  
Please enter a valid Address.

**Address 2** Optional

**Address 3** Optional

**City** ⓘ  
Please enter a valid City

**State** Vermont | v

**Postal code** ⓘ  
Postal code must be 5 digits with optional 4-digit extension.

Cancel Continue

**IF THE NAME ON THE CREDIT CARD IS NOT THE SAME AS THE PERSON BEING REGISTERED – PLEASE DO THE FOLLOWING:**

- In the **Name on card** field, enter "Name on card for registrant name."  
Ex: Kyra Roberts is being registered for the training, and Carrie Wright is paying using her card, so the information entered will look like this: Carrie A. Wright for Kyra Roberts.

Select **Continue**

Review the payment information you entered.



**Important Information**



Payment Method



Confirmation

**i** Review the information below before continuing. You will be returned to the host system to complete your transaction.

Transaction	Payment for classes \$1,050.00
Payment date	8/13/2025
Payment Method	Carrie A Wright for Kyra Roberts Visa card ending in ****0639 expires 10/2027
Billing Address	124 Admin Dr PO Box 500 Randolph Ctr, VT 05061 United States
Email	Carrie.Wright@VermontState.edu

Click or tap **Continue**

# Acknowledgement page

The Acknowledgement page will display upon successful payment.

## Class Acknowledgement

Thank you for choosing VTSU!

For xx program, please be aware we require your social security number. You will receive a follow-up email from Workforce.

i XPurchaseOrderPaymentMessage

### Registered Classes

You have successfully registered for the following classes.

Your campus account has been charged for the successful registrations listed below. A copy of the receipt has been emailed to the address provided.

**[CED-0851-S01](#)**  
 Field Description of Soils  
 Non-Term Section: 4/1/2025 - 5/15/2025

**\$225.00**

Times	Locations	Instructors	Credits	CEUs
T TBD 4/1/2025 - 5/15/2025	VTC Main Campus Lecture	TBD	0	
<b>Total</b>				<b>\$225.00</b>

An email containing the same information is sent to the user.

File Message Help Acrobat Tell me what you want to do

Ignore Delete Archive Reply Reply Forward Meeting IM Share to Teams PATTEN, Danver... Done Create New Move OneNote Mark Unread Categorize Follow Up Find Related Read Aloud Translate Zoom

**Class/Payment Acknowledgement**

Workforce@VermontState.edu  
To: Wright, Carrie A.

Reply Reply All Forward Wed 6/25/2025 2:54 PM

You forwarded this message on 7/1/2025 10:54 AM.  
If there are problems with how this message is displayed, click here to view it in a web browser.

Copilot for Sales + Get more add-ins

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**Class/Payment Acknowledgement**

Thank you for choosing the Division of Professional Development & Continuing Education at Vermont State University for your training needs!

You'll receive additional details, including any materials or access instructions, closer to the start date. If you have any questions in the meantime, feel free to reach out to us at [Workforce@VermontState.edu](mailto:Workforce@VermontState.edu)

We're looking forward to supporting your continued learning and professional growth.

In order to use Colleague Self-Service again, please note that your Username is exm00658. Your Colleague Self-Service password will be emailed to you.

**Receipt Information**

Receipt Number 001250626  
 Date/Time 06/25/2025 02:53:51PM  
 Merchant Vermont State Colleges  
 PO Box 7  
 Montpelier VT 05601-0007  
 Payer Carrie A Wright

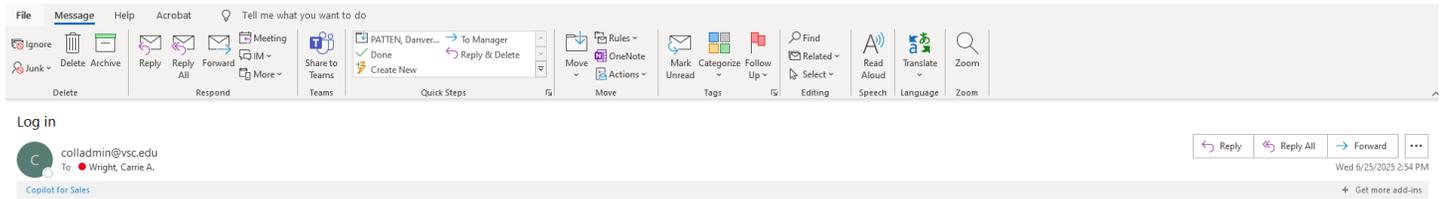
**Billing Information**

Payment Method Self Service Credit Card Pmt  
 Control Number 0639  
 Authorization Code 018135  
 Transaction Number 20250625000010  
 Description Payment for classes  
 Total Amount \$1,595.00

**Registered Classes**  
*You have successfully registered for the following classes.  
 Your account has been charged \$1,595.00, and reflects only the successful registrations listed below. A copy of the receipt has been emailed to the address provided.*

Price	Course Name	Course Title	Meeting Information	Faculty	Credits/CEUs	Location
\$1,595.00	CED-0823-S02	SHRM CP/SHRM SCP Prep	10/29/2025-11/24/2025 Online Lecture Monday, Wednesday 03:00PM - 06:00PM, Synchronous Online, Room SYN	S. Loynd	0.00	SEMP

You will also receive an email from [colladmin@vsc.edu](mailto:colladmin@vsc.edu). **This is a temporary password for Instant Enrollment only. It has nothing to do with your VSC account.**



Here is the additional information to allow you to log in: cC43PNhK The first time you log in, you must define a new password. If you received this in error, contact your System Administrator.

**Suggestion:** Move this to a folder in mailbox. Once your registration is finalized on the VTSU end, you will receive a Welcome email from the Registrar's Office or the Workforce offices. This email will provide you with your student ID number and instructions on how to activate your VSC account.

## Other Payment Options

**NOTE: Not all payment options are available on all offerings.**

1. Click or tap **Pay Later**
2. Click or tap a **Pay Later** Method from the drop-down.
  - **Purchase Order:** You or your company will be responsible for sending us a purchase order to fulfill this registration.
  - **Third-party Funding:** Choose this option **ONLY** if you have been **AWARDED** a VSAC Advancement award. If you have not applied or been awarded, you will need to choose the Pay Now Option, then select Self Service Credit Card Pmt to pay by credit or debit card.
  - **Employer Sponsor Check: This will be the most commonly used option for apprentices.** Choose this option if you have CONFIRMED with your employer that they are paying for your course. If you have not confirmed with your employer, you will need to choose the Pay Now Option , then select Self Service Credit Card Pmt to pay by credit or debit card.
  - **VSC Internal Transfer:** Choose this option if you are a VSC employee and your supervisor has confirmed your department is paying for this course.

[Academics](#) · [Instant Enrollment](#)

### Register and Pay for Continuing Education Classes

[Return to Additional Information form](#)

#### Pay for Classes

Before registering, you can choose to add/remove classes.

**CE-0851-S01** \$225.00 [Delete](#)

Field Description of Soils  
Non-Term Section: 4/1/2025 - 5/15/2025

Seats ⓘ	Times	Locations	Instructors
98 / 100 / 0	T TBD 4/1/2025 - 5/15/2025	VTC Main Campus Lecture	TBD

#### Courses Summary

CE-0851-S01 Field Description of Soils	\$225.00
<b>Total</b>	<b>\$225.00</b>

#### Payment Details

Click the Register button to register for classes now. A staff member will follow up with you to arrange payment.

**Pay Later Methods \***

Please Select 2 ▾

[Cancel](#) [Pay Now](#) [Register](#)

1 3

Click or tap **Register**

# Acknowledgement page

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## Class Acknowledgement

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For xx program, please be aware we require your social security number. You will receive a follow-up email from Workforce.

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**CED-0851-S01**  
 Field Description of Soils  
 Non-Term Section: 4/1/2025 - 5/15/2025

**\$225.00**

Times	Locations	Instructors	Credits	CEUs
T TBD 4/1/2025 - 5/15/2025	VTC Main Campus Lecture	TBD	0	

**Total** **\$225.00**

An email containing the same information is sent to the user.

File Message Help Acrobat Tell me what you want to do

Workforce@VermontState.edu  
 To: Wright, Carrie A.

↩ Reply ↩ Reply All → Forward ⋮

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🔗 If there are problems with how this message is displayed, click here to view it in a web browser.

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We're looking forward to supporting your continued learning and professional growth.

In order to use Colleague Self-Service again, please note that your Username is exm00658. Your Colleague Self-Service password will be emailed to you.

**Receipt Information**

Receipt Number 001250626  
 Date/Time 06/25/2025 02:53:51PM  
 Merchant Vermont State Colleges  
 PO Box 7  
 Montpelier VT 05601-0007  
 Payer Carrie A Wright

**Billing Information**

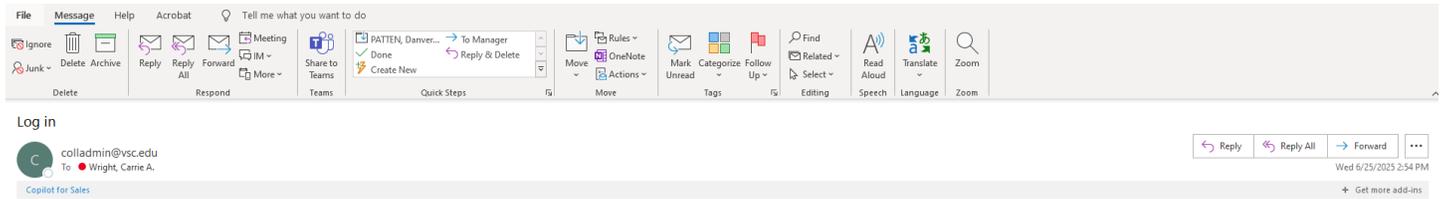
Payment Method Self Service Credit Card Pmt  
 Control Number 0639  
 Authorization Code 018135  
 Transaction Number 20250625000010  
 Description Payment for classes  
 Total Amount \$1,595.00

**Registered Classes**

You have successfully registered for the following classes.  
 Your account has been charged \$1,595.00, and reflects only the successful registrations listed below. A copy of the receipt has been emailed to the address provided.

Price	Course Name	Course Title	Meeting Information	Faculty	Credits	CEUs	Location
\$1,595.00	CED-0823-S02	SHRM CP/SHRM SCP Prep	10/29/2025-11/24/2025 Online Lecture Monday, Wednesday 03:00PM - 06:00PM, Synchronous Online, Room SYN	S. Loynd	0.00		SEMP

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Here is the additional information to allow you to log in: cC43PNhK The first time you log in, you must define a new password. If you received this in error, contact your System Administrator.

***Suggestion:** Move this to a folder in your email. Once your registration is finalized on the VTSU end, you will receive a Welcome email from the Registrar's Office or the Workforce offices. This email will provide you with your student ID number and instructions on how to activate your VSC account.*

## Congratulations!

You have successfully navigated the Instant Enrollment registration process. Please be sure to watch your email for important information within the next few days. If you do not see any emails in your Inbox, please check your Spam/Junk folders.

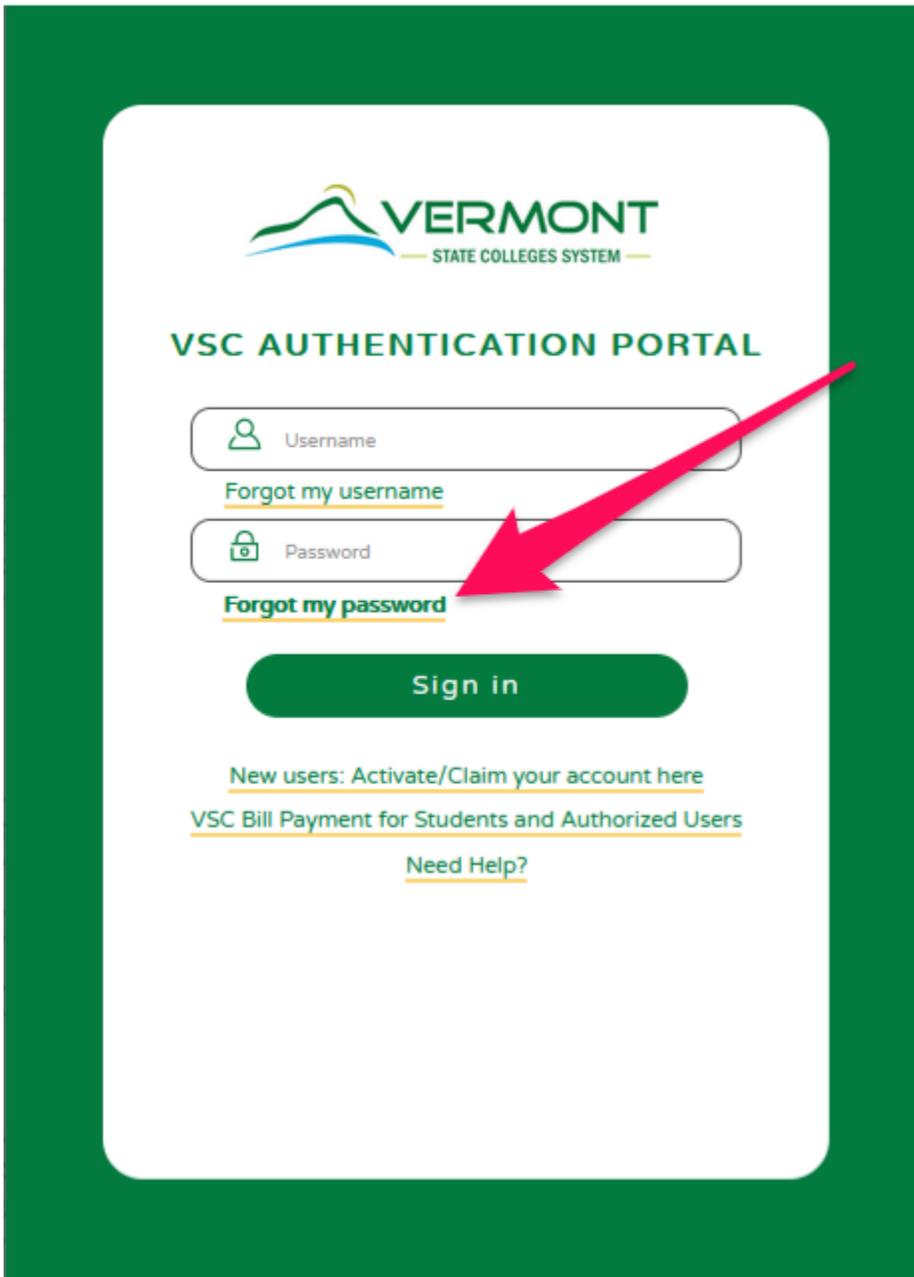
## Steps to Resetting Your Password

If you have forgotten your password, or your password expired, you can reset it from any login page or directly at [reset.vsc.edu](https://reset.vsc.edu).

- You will need your **College ID number**
  - Email [Workforce@VermontState.edu](mailto:Workforce@VermontState.edu) with your name and date of birth if you do not know your College ID number, and we will respond as quickly as possible.
- Use your chosen name (nickname) if you set one up

### 1: Navigate to the password reset page

From any VSC login page, click on the [Forgot my password](#) link.



  
**VERMONT**  
— STATE COLLEGES SYSTEM —

**VSC AUTHENTICATION PORTAL**

[Forgot my username](#)

[Forgot my password](#)

**Sign in**

[New users: Activate/Claim your account here](#)  
[VSC Bill Payment for Students and Authorized Users](#)  
[Need Help?](#)

### 2: Complete the form

Enter all the required information. Once all information is entered and the check box checked, click or tap **Submit** to continue to the next step.

### 1 Verify your identity and request a PIN: Enter your user information

\* First Name (Chosen Name if applicable):

\* Last Name:

\* Birthdate:    
*Format: mm/dd/yyyy*

\* College ID:   
*Format 7 digits, may include leading zeros*

By selecting this checkbox you agree to receive text messages on your mobile device.

\* Required field

### 3: Select where the PIN will be sent

Forgot your Password?

### 1 Verify your identity and request a PIN: Enter your user information

### 2 Select where you want the PIN to be sent

Cellphone (\*\*\*\*\*482)

E-mail (gre\*\*\*\*\*@gmail.com)

Both (\*\*\*\*\*482 & gre\*\*\*\*\*@gmail.com)

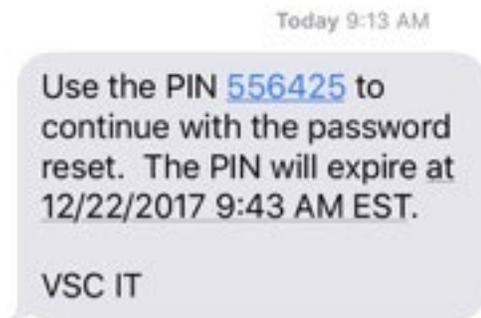
### 3 Validate your PIN: Enter the PIN that was sent to your mobile device

#### 4. Enter the Reset PIN

Depending on the method you chose, retrieve the PIN from your email or mobile phone.

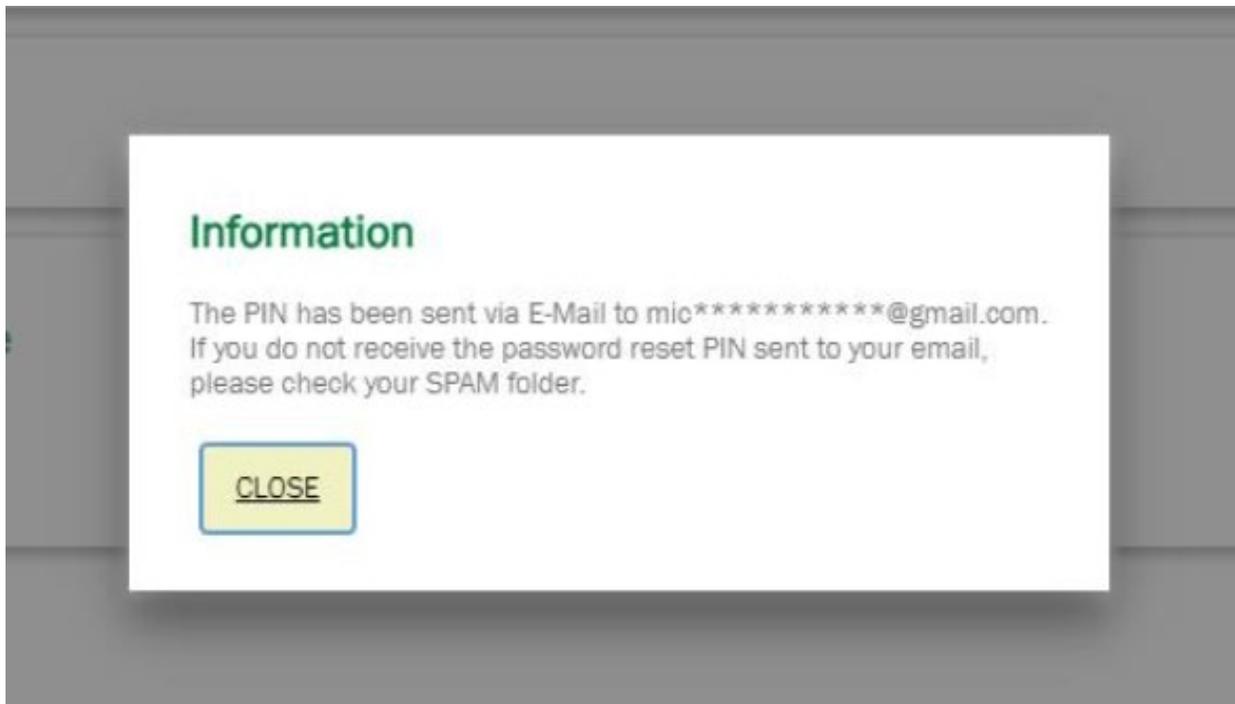
##### Mobile phone

You will get a text like the one below. Use the PIN sent to your device as soon as possible, as it expires after 30 minutes.



##### Your email

Retrieve the PIN from your email. **Be sure to check your spam folder.**



Enter the PIN on the screen and click or tap the **VALIDATE** button.

The screenshot shows the 'Password and Account Management Portal' with a 'Forgot your Password?' section. It contains four numbered steps in a vertical list:

1. Verify your identity and request a PIN. Enter your user information.
2. Select where you want the PIN to be sent.
3. Validate your PIN. Enter the PIN that was sent to your mobile device. Below this step is a text input field, a 'VALIDATE' button, and a 'SENDING PIN' button.
4. Create and confirm your new password.

## 5. Create a Password

After the PIN has been validated, it is time to set a new password. Enter it twice and be sure to follow the password guidelines:

Password Rules	Colleague Users
<b>Mandatory</b>	
Length: Minimum	8
Length: Maximum	999
Letters: Minimum	2
User name: Disallow contain	Yes
Identity User ID: Disallow contain	Yes
Valid characters	!#\$%&'()*+,-./:;<=>?@[^_`{ }~
Conditional rules to be satisfied	3 out of 4
<b>Conditional</b>	
Letters: Minimum upper case	1
Letters: Minimum lower case	1
Numbers: Minimum	1
Special characters: Minimum	1

It will take approximately 10 seconds for the password reset to process. You can now log into your VTSU and CCV services using your new password.

## Removing a Section From the Cart (Optional)

1. Select the **Delete** button to the right of the class/section you want to remove

The screenshot shows a web interface for 'Register and Pay for Continuing Educati...'. A red circle '1' highlights a 'Delete' button next to a class entry. A modal dialog box is open, titled 'Remove Sections From Cart' with a red circle '2' next to the title. The dialog asks 'Are you sure you want to remove sections from the cart?' and has 'Cancel' and 'Remove' buttons.

Register and Pay for Continuing Educati...

[Return to Additional Information form](#)

### Pay for Classes

Before registering, you can choose to add/remove classes.

<a href="#">CED-0841-SJ21</a>	\$0.00	<b>1</b> Delete
Butchering Basics		
Non-Term Section: 4/1/2025 - 4/15/2025		

Seats <b>i</b>	Times	Locations	Instructors
99 / 100 / 0	W/Th/F 4/1/2025		

### Courses Summary

CED-0841-SJ21	\$0.00
Butchering Basics	
Total	\$0.00

Cancel Register

**2** Remove Sections From Cart

Are you sure you want to remove sections from the cart?

Cancel Remove

2. The user will be prompted to confirm the deletion:
  - Select **Cancel** to cancel the process
  - Select **Remove** to remove the class/section