

Instant Enrollment – Quick Start Guide

This Quick Start Guide is for Electrical & Plumbing Apprentices registering for non-credit courses at Vermont State University.

Follow these condensed steps for a fast, hassle-free registration. For full details, see the full Instant Enrollment Guide.

1. Go to the Course List

Visit the [2025-26 Apprenticeship Registration](#) webpage.

2. Pick Your Course

Click the TRADE and LEVEL you need. You'll be taken to the correct course section in Instant Enrollment.

3. Sign In or Continue as Guest

- Returning Users: Click **Sign In** (signed in), enter your VSC username/password. Forgot your password? Reset at [reset.vsc.edu](#).
- New Users: Click **Guest** (not signed in), fill out personal info, check the certification box, and click **Submit**.

4. Select Your Section

- Click **Select** next to your section (if unavailable, choose another).
- Click **Add Section**, then **Next**.
- Add any optional details, click **Submit**.

5. Complete Payment

- Free course: Click **Register**.
- Paid course: Choose **Pay Now** (credit card) or an approved **Pay Later** option:
 - Purchase Order
 - Third-party Funding (VSAC award only)
 - Employer Sponsor Check (must confirm with employer)
 - VSC Internal Transfer (employee with supervisor approval)

6. Confirmation

Look for the Acknowledgement Page and check your email for:

- Registration confirmation
- Temporary Instant Enrollment password from colladmin@vsc.edu
- Welcome email with Student ID and account activation steps

Need Help?

Email: [Workforce](#)

Include: Name, Date of Birth, Student ID (if applicable), phone number, and issue description.