Enrolling in Your Boise State VESi Course

Before you begin, you will want to have on hand, the username and ID number you received in an email from Extended Studies, and the 5-digit course number of the class you want to take. Find that number on the VESi Course Offerings page.

1. Go to my.BoiseState.edu and click on “Create/Reset Password.

2. • Enter your username (provided in an email from Extended Studies).
   • Enter your ID number (provided in an email from Extended Studies).
   • Enter your date of birth
   • Enter your social security number
   • Enter and confirm your new password. Your password must conform to the guidelines listed.
   • Click “Set My Password”

3. Return to my.BoiseState.edu and enter your Username and Password, click “Sign In".

5. Click “Student Center”

Instructions continue on the next page.
6. Click “Enroll”

7. Select a Term, then click “Continue”

8. Enter the 5-digit class number and click “enter.” The number is on the VESi Course Offerings page.

9. Check to be sure that you are enrolling in the correct course and click “Next.”

10. If you are adding more than one course, repeat the preceding two steps with another class number. Otherwise, click “Proceed to Step 2 of 3.”

11. If all of your courses have been successfully added and you are ready to finalize enrollment, click “Finish Enrolling”. Fees will be added to your account, and will now need to be paid. The step-by-step guide for doing so is available on the Boise State VESi professional development website.