

Individual Registration or Course Payment Instructions for MSU's Online Electrical Training Offerings

For course payment or for registration for MSU's Online Electrical Training Offerings course you will need to create a MSU Guest Account and set your password. Please note that Michigan State University employees and students can use their MSU NetID and password. Please note that if you are strictly an online student, then you will have to create a MSU Guest Account. MSU NetID's are for those who are formal students on campus.

Follow the steps below to:

- Create an ID.
 - Register with MSU or pay course fees for online courses.
 - Accessing the online offerings.
 - Getting help.
-

STEP 1: Create an ID

- A. If you are **NOT** an MSU employee or an MSU student, it is very important that you complete **BOTH** "Part 1: Initial Registration" **AND** "Part 2: Complete Registration" of the MSU Guest Account Registration process at <https://tech.msu.edu/msu-guest-account/> **BEFORE** attempting to register for an online electrical training course.

The MSU Guest Account Registration process will create and validate the MSU guest ID account that will be used to access the course. Failure to complete this will result in you being unable to access the online course materials.

If you are an MSU employee or an MSU student, move to STEP 2.

STEP 2: Register with MSU or purchase online electrical training courses.

- A. Go to <https://www.egr.msu.edu/bae/etonlinepayment> and click on the hyperlink for the item you wish to purchase.
- B. You will be taken to a storefront. From this store you can purchase the item you selected. Please note that in this store you will see many different offerings, you can **ONLY** purchase the item selected in Step 2A.
- C. **DO NOT** try to purchase a different item than what you selected in Step 2A. If you try to purchase an item that you did **NOT** select in Step 2A, your credit/debit card **will** be charged. However, you will **not** have access to the course. *(This is a University operated system, not mine and it will take some time to resolve this issue by you working with the Discovery Services Helpdesk.)*
- D. Follow the instructions provided to purchase course items you selected in Step 2A. Please note that no refunds or transfers are provided.
- E. If you would like to purchase a different item than what you selected in Step 2A, you must go back to <https://www.egr.msu.edu/bae/etonlinepayment> and click on the hyperlink for the other item you wish to purchase.

STEP 3: Login to Course or Registration Site

- A. Go to <https://d2l.msu.edu> and click the **Log In** button.
- B. Enter your **MSU GUEST ID** (your email address) and password and click the **Sign In** button.
- C. You are now logged into the course management system called **D2L**. Your courses titles and/or registration that were purchased should be listed on the left side of the page. Click any of the titles to access the item.

The image shows a screenshot of the MSU D2L login page. At the top, there is a lock icon and the text 'SIGN IN'. Below this are four input fields: 'MSU NETID', 'PASSWORD', 'AUTHENTICATOR' (with a dropdown menu showing 'MSU Net'), and 'SIGN IN'. A 'Forgot Password?' link is located below the 'SIGN IN' button. At the bottom of the page, there is a green bar with the text 'DO YOU NEED HELP?' and a link for 'Help & Support'. Three yellow callout boxes with arrows point to the input fields: '1. Enter your MSU GUEST ID' points to the MSU NETID field, '2. Enter your PASSWORD' points to the PASSWORD field, and '3. Click the SIGN IN Button' points to the SIGN IN button.

STEP 4: Getting Help

For assistance, contact the MSU IT SERVICE DESK in your favorite web browser and navigate to <https://tech.msu.edu/support/help>. An email address and phone numbers are provided for you to make contact with support personnel.

- Determining your start date.
- Obtaining a receipt.
- Determining your log-in information (MSU Guest Account ID & password).
- Accessing the item purchased.
- Viewing or hearing the online lectures.
- Accessing, completing or reviewing answers for any student practice problems.
- Viewing or printing the reading material for the course.
- Determining your final exam score.

STEP 5: Special Information for Electrical Apprentices

If you are going to have Michigan State University be your related technical instruction (RTI) provider to sign off on your State of Michigan Electrical Apprentice Application and/or maintain any course records you must register with MSU by purchasing **ET 000 Registration for MSU's Online Electrical Apprenticeship Program**. *(This does not apply to those who have previously registered with MSU and have paid their administrative fee).*

Please review the documentation within the registration information in this D2L item for how to:

- Get an apprentice application signed by MSU staff.
- MSU's online apprenticeship program operation and requirements.
- Notification requirements when course is completed.
- Accessing your student records.