

Instructions to Purchase Items for a Person Other than Yourself from MSU's Online Electrical Training Offerings

If you are purchasing an item for someone other than yourself, then both you and the person you are purchasing the item for must create an MSU Guest Account and set your password. Please note that if you are strictly an online student, you will have to create a MSU Guest Account.

Follow the steps below to:

- Create a MSU Guest Account.
 - Register with MSU or pay course fees for online courses.
 - Accessing the online offerings.
 - Getting help.
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STEP 1: Create an ID

- A. If the person taking a course is **NOT** an MSU employee or an MSU student, it is very important that they 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 account that will be used to access the course. **Failure to complete these two parts before the class is purchased will result in the learner being unable to access the online course materials.**

If the learner is an MSU employee or an MSU student, then 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, and you can **ONLY** purchase the item selected in Step 2A.

NOTE: You will need to know the name, address, phone number and MSU Guest ID (email address) created back in **Step 1**, by the person who you are purchasing the item for. If you enter the incorrect email address, or if the person you are purchasing the class for did not set up their Guest ID, then your purchase will not end up in the correct hands or will be inaccessible.

- C. **DO NOT** try to purchase a different item than what you selected in Step 2A. If you try to purchase an item you did **NOT** select in Step 2A, then your credit/debit card **will** be charged. However, the other person 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 help line, see Step 4.*)
- D. Follow the instructions provided to purchase the course item you selected in Step 2A. **Please note that no refunds are provided.**
- E. If you would like to purchase a different item than what you selected in Step 2A, then you must go back to 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 - THIS IS FOR STUDENTS

- 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 'SIGN IN' button with a lock icon. Below it are input fields for 'MSU NETID', 'PASSWORD', and 'AUTHENTICATOR' (set to 'MSU Net'). A 'SIGN IN' button is located below the input fields. A 'Forgot Password?' link is also present. At the bottom, there is a green bar with the text 'DO YOU NEED HELP?' and a 'Help & Support' link. Three yellow callout boxes with arrows point to the input fields and the 'SIGN IN' button, containing the following instructions: 1. Enter your MSU GUEST ID, 2. Enter your PASSWORD, and 3. Click the SIGN IN Button.

STEP 4: Getting Help

For assistance, contact the MSU IT SERVICE DESK in your favorite web browser 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.