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, both you and the person you are purchasing the item for must create an account (a community ID) and set a 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, you will have to create a community ID. MSU NetID’s are for those who are formal students on campus.

Follow the steps below to:
- create a community ID
- register with MSU or pay course fees for online courses
- accessing the online offerings
- getting help

STEP 1: Ask the person who you are purchasing the item for to create a Community ID and set up a password. (This will be the ID and password for the person taking a course or registering with MSU.)

A. Have that person follow the step-by-step instructions provided in STEP 1 of the Individual Registration or Course Payment Instructions.

B. Once Step 1A is complete, go to https://caps.itservices.msu.edu/roundabout/Registered and login using your CommunityID and password. They should receive a confirmation that their ID set up was successful.

STEP 2: Create your own Community ID and set up your password. (This will be the ID and password for the person purchasing course items.)

A. Go to https://community.idm.msu.edu/selfservice/
B. Select the **Create Your Account Here** link as shown to the right.

C. Enter your name and email. Type in the “Captcha” text and select the button to **Create My Account** as shown to the right.

D. You will receive an email from a sender called **Community ID**. In this email you will find a password and a link which will allow you to set your password. If necessary, use the following site [https://community.idm.msu.edu/selfservice/](https://community.idm.msu.edu/selfservice/) if you need to reset your password at any time. Towards the bottom of the page click on the **Click Here to Reset Your Password** link.

**STEP 3:** Register with MSU or purchase online electrical training courses.

A. Go to [https://www.egr.msu.edu/bae/etonlinepayment](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 3A.

   **NOTE:** You will need to know the name, address, phone number and community ID (email address) entered back in Step 1, by the who you are purchasing the item for. If you enter the incorrect email address, your purchase may not end up in the correct hands.

C. **DO NOT** try to purchase a different item then what you selected in Step 3A. If you try to purchase a item you did **NOT** selected in Step 3A, 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 5.)*

D. Follow the instructions provided to purchase course item you selected in Step 3A. Please note that no refunds are provided.

E. If you would like to purchase a different item than what you selected in Step 3A, you must go back to [https://www.egr.msu.edu/bae/etonlinepayment](https://www.egr.msu.edu/bae/etonlinepayment) and click on the hyperlink for the other item you wish to purchase.

**STEP 4:** Login to Course or Registration Site - **THIS IS FOR STUDENT**
A. Go to https://d2l.msu.edu and click the Log In button.

B. Enter your Community ID (your email address) and password and click the Sign In button.

C. You are now logged into the course management system call 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.

STEP 5: Getting Help

Contact the Distance Learning Services for 24/7 support by phone at 1-800-500-1554 or 1-517-355-2345 or via email at reachout@msu.edu for help with:

G determining your start date
G obtaining a receipt
G determining your log-in information (community ID & password)
G accessing the item purchased
G viewing or hearing the online lectures
G accessing, completing or reviewing answers for any student practice problems
G viewing or printing the reading material for the course
G determining your final exam score

STEP 6: Special Information for Electrical Apprentices - THIS IS FOR STUDENT

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 the 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:

G get an apprentice application signed by MSU staff
G MSU’s online apprenticeship program operation and requirements
G notification requirements when course is completed
G accessing your student records.