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 an account (a community ID) 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, 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: Create a Community ID and set up a password for non-MSU employees/students. (This will be the ID and password for the person taking a course or registering with MSU.)

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/ 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 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. Form 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 then what you selected in Step 2A. If you try to purchase a item you did **NOT** selected in Step 2A, your credit/debit card **will** 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 help line.)*

D.  Follow the instructions provided to purchase 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, 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

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 where purchased should be listed on the left side of the page. Click any of the titles to access the item.

STEP 4:  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:

- determining your start date
- obtaining a receipt
- determining your log-in information (community 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 **Registration for MSU's Online Electrical Apprenticeship Program**. *(This does not apply to those who have previously registered with MSU).*

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.