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

If you are purchasing a item for someone other than yourself both you and the person you are purchasing the item for must create an a 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

STEP 1: BOTH the apprentice and the person purchasing the courses MUST Create separate MSU Guest Accounts and set up their respective passwords. Please note that Michigan State University employees and students can use their MSU NetID and password.

A. Go to https://tech.msu.edu/msu-guest-account/ and look for the registration Instructions section and click the link for Part 1: Initial Registration

B. Follow the CLICK HERE link at the top to reach the registration page and enter the requested information. IMPORTANT: Those who have registered for a Community ID in the past MUST register for a Guest Account with the same email address used for their Community ID in order to retain previous activity.

C. Upon clicking REGISTER button, a verification code will be sent to the email address you entered on the registration form. Check your email for a message from identity@msu.edu with the subject Michigan State University - Guest Registration Verification and enter the code from the bottom of that email message in the appropriate field on your registration screen.
Note that your session will time out after 5 minutes of inactivity, so if you do not enter the code from the email you received into the registration screen within 5 minutes, you will have to fill out the form again and generate a new email and code to complete the registration process.

Once you have entered the Verification Code from the email you received, click the CONFIRM button which is located in the lower right corner of the screen. Review the information on the resulting page and click the ACKNOWLEDGE ABOVE AND PROCEED button. Note that you will NOT be able to complete the account setup process until you have received a SECOND email (different from the first email containing your Verification Code) titled Michigan State University - Guest Account Registration Completed.

D. Once you have received this second email, go to https://auth.msu.edu/ and enter the email address you used and password you created at the start of the registration process. Click the SIGN IN button. You will be taken to a page prompting you to enter a secondary email address and/or a phone number. This will allow you to reset a forgotten password in the future. Click CREATE MY ACCOUNT BUTTON in the lower right corner.

You will be taken to a page that looks like this:

Seeing this page means you have successfully finished creating your Guest Account and can now use it to register for and access non-credit or continuing education courses. Follow the instructions in the email you received subject Confirm email address change to confirm the Secondary Email you entered so you can reset a forgotten password in the future.
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.

   **NOTE:** You will need to know the name, address, phone number and MSU Guest ID (email address) created back in Step 1, by the 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, your purchase will not end up in the correct hands or will be inaccessible.

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 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 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 - THIS IS FOR STUDENT

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 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
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.