

Bulk Enrollment Registration Instructions: Citizen Planner Online Course

In order to register a participant in the Citizen Planner Online course both **you** and **the person you are registering** must create an account (Community ID) and password prior to registration. Follow the steps below to register a participant.

STEP #1: Ask THE PERSON YOU ARE REGISTERING to Create a Community ID and Password

1. Contact the person you are registering and ask them to create an account in our system. You can share with them the following web page with step-by-step instructions: [How to Create and Activate Your Account](#). They must create and activate their account in order for you to register them.

STEP #2: Create YOUR OWN Community ID and Set Your Password

You will need to create an account and set a password in order to login to the registration system and enroll participants.

1. Go to <https://community.idm.msu.edu/selfservice/>.
2. Select the **Create Your Account Here** link.

3. Enter your name and email. Type in the **Captcha** text and select the button to **Create my account**.

4. You will receive an email from a sender called **Community ID**. In this email you will find a link which will allow you to set your password. Make sure to remember your password in order to make future purchases.

***Please note:** If you need to reset your password at any time go to <https://community.idm.msu.edu/selfservice/>. Towards the bottom of the page click on the **Click here to reset your password** link.

STEP #3: Register a Participant in the Citizen Planner Online Course

Once you have created your account and set your password, follow these instructions to register a participant:

1. Go to [Citizen Planner Online Registration](#).
2. Login with your **Community ID (your email address)** and your **password** as shown below.

The image shows a screenshot of the MSU NetID sign-in page. At the top, there is a lock icon and the text "SIGN IN". Below this is a form with three main sections: "MSU NETID", "PASSWORD", and "AUTHENTICATOR". The "MSU NETID" field contains the email address "d2lgwynshelle@gmail.com". The "PASSWORD" field is filled with dots. The "AUTHENTICATOR" dropdown menu is set to "MSU Net". Below the form is a "SIGN IN" button. To the right of the form is a yellow warning box with the following text: "An active MSU NetID or Community ID is required. A login is required to complete your course registration. If you do not have an MSU NetID, you must create a Community ID before continuing. If you already have a Community ID, enter your full email address in the MSU NETID field. To create a Community ID or reset your Community ID password, please visit <https://community.idm.msu.edu/selfservice/>." Below the form is a "Forgot Password?" link. At the bottom of the page is a green bar with the text "DO YOU NEED HELP?" and a "Help & Support" link. Three numbered callouts (1, 2, 3) point to the MSU NETID field, the PASSWORD field, and the SIGN IN button, respectively. Callout 1 says "1. Enter your email address in the MSU NETID field". Callout 2 says "2. Enter the password you set when registering for the course". Callout 3 says "3. Click the SIGN IN button". A fourth callout points to the "Forgot Password?" link and says "If you are a Community ID user do not use this link for resetting your password - this is for MSU staff/students only".

3. Follow the instructions to **register a participant** and **pay for the course**. The participant(s) must create their Community ID account and set a password in order to receive access to the course.

If you have any technical problems please call the **Michigan State University Help Desk**. They are available 24/7 at reachout@msu.edu or 1-800-500-1554.