

Individual Registration Instructions: Citizen Planner Online Registration

In order to register for the Citizen Planner Online course you will need to create an account in our system and set your password. Please note that Michigan State University (MSU) Employees and students can register for courses using their MSU NetID and password. Follow the three steps below to register.

STEP #1: CREATE A COMMUNITY ID AND SET YOUR PASSWORD (NON MSU EMPLOYEES/STUDENTS)

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.

***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 #2: REGISTER FOR THE COURSE

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

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 login form for MSU NetID. At the top, there is a lock icon and the text "SIGN IN". Below this are three input fields: "MSU NETID" containing the email address "d2lgwynshelle@gmail.com", "PASSWORD" with masked characters, and "AUTHENTICATOR" with a dropdown menu set to "MSU Net". A "SIGN IN" button is located below the password field. A yellow box on the right contains 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/>." Three red callout boxes with numbers 1, 2, and 3 point to the MSU NETID field, the password field, and the SIGN IN button respectively. A fourth callout box points to the "Forgot Password?" link, stating: "If you are a Community ID user do not use this link for resetting your password - this is for MSU staff/students only". At the bottom of the form, there is a green bar with the text "DO YOU NEED HELP?" and a link for "Help & Support".

3. Follow the instructions to **register and pay for the course**. Upon registration you will receive instructions for accessing the course.

STEP #3: LOGIN TO THE COURSE

1. Go to <https://d2l.msu.edu/>.
2. In the NetID field enter your **Community ID** (your email address).
3. Enter your **password**.
4. You will be logged into D2L. Click on the **Citizen Planner Online** course title to get started.

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.