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.
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.