

# Citizen Planner Online: Bulk Registration

To register a participant (a colleague, staff member, etc.) in the Citizen Planner Online course you will need to create an account in our system for yourself, as well as ask the individual(s) you are registering to create an account. Below are detailed instructions – complete the three steps outlined in this document.

## STEP #1: ASK THE PARTICIPANT TO CREATE AN MSU GUEST ACCOUNT

1. Ask the participant you are enrolling to create an account in our system. You can share with them the following web page with specific instructions: [Creating an MSU Guest Account](#). If you register a participant and they have not created an account, their access to the course will be delayed up to 72 hours as we will have to manually add them to the course. They will use the same account information to login to the course.

## STEP #2: CREATE YOUR MSU GUEST ACCOUNT

1. Click on the following link [Step 1 Initial Registration](#) and complete the Guest Account request form. Once the form is complete click the **Register** button.

MSU Guest Registration Form

**Michigan State University - Guest Account Registration Request**

**Registration Email (personal, non-MSU email) \***

You will receive an email message to the email address you provide which will contain information required on the next registration page.

**Please fill in all of the additional fields listed below and then select 'Register' in the bottom right-hand corner.**

**First Name \***

**Last Name \***

**Date of Birth \***

**Password \***

Your password should contain at least 8 characters including a lowercase letter, uppercase letter, and a number. It should not contain parts of your name or email address.

**Confirm Password \***

MSU Statement of Acceptable Use

By checking this box you agree to the MSU Statement of Acceptable Use which can be found at: <https://tech.msu.edu/about/guidelines-policies/aup/>

**Personal Information**

Disclaimer: We collect data that you provide to us in order to validate your identity during future interactions as well to help us to deliver and improve our services. We will process your personal information in accordance with our obligations under applicable data protection laws and regulations.

- In your email you will receive a message with the subject "**Michigan State University - Guest Registration Verification.**" This is the first of two registration emails you will receive during this process. Copy the verification code and enter the code in the required field shown below and select the **Confirm button**. If you do not see this email check your junk folder.

**MSU Guest Registration Form**

Verification needed

**Michigan State University - Guest Account Registration Request**

Registration Email (personal, non-MSU email) \*

@yahoo.com

You will receive an email message to the email address you provide which will contain information required on the next registration page.

Check the information listed below for accuracy. If the information is correct, enter the Verification Code from the email message and select 'Confirm'. If any information requires correction, select the 'Back' button at the bottom of the screen and start again.

**First Name \***

GwynAnn

**Last Name \***

Shell

**Date of Birth \***

05/08/

**Verification Code \***

**Enter Verification Code which was sent to your email**

MSU Statement of Acceptable Use

By checking this box you agree to the MSU Statement of Acceptable Use which can be found at: <https://tech.msu.edu/about/guidelines-policies/aup/>

**Personal Information**

Disclaimer: We collect data that you provide to us in order to validate your identity during future interactions as well to help us to deliver and improve our services. We will process your personal information in accordance with our obligations under applicable data protection laws and regulations.

Cancel Back **Confirm**

3. After confirming your verification code, you will receive a second email verifying that your account has been initialized.
4. Go to <https://auth.msu.edu> and enter your email address and password. Enter your email, a secondary email, or phone number to verify a method to reset your password if needed in the future.
5. Select the **Create My Account** button. Follow Step #3 below to register a participant.

If you have any difficulty creating your account, please contact the MSU IT Service Desk at 844-678-6200. They are available 7am-12am Monday through Friday and 10am-12am on Saturday/Sunday, any day that the University is open.

Welcome to Michigan State University, GwynAnn!  
Create your Michigan State University account

Secondary email

I don't have a secondary email

Add a phone number for resetting your password or unlocking your account using SMS (optional)

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

**\*Please note:** If you need to reset your password at any time go to <https://auth.msu.edu/> and select the option for "Need help Signing in" and follow the prompts.

### 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 **Guest Account (your email address)** and your **password** as shown below.

The image shows a screenshot of the MSU NetID login interface. At the top, there is a lock icon and the text "SIGN IN". Below this is a form with three main fields: "MSU NETID", "PASSWORD", and "AUTHENTICATOR". The "MSU NETID" field contains "@gmail.com" and is marked with a red circle and the number "1". The "PASSWORD" field is filled with dots and is marked with a red circle and the number "2". The "AUTHENTICATOR" field has a dropdown menu set to "MSU Net" and a "SIGN IN" button below it, which is marked with a red circle and the number "3". A yellow box at the top 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/>." Below the form, there is a "Forgot Password?" link and a green bar with the text "DO YOU NEED HELP?" and a "Help & Support" link. Three red callout boxes provide instructions: "1. Enter your email address in the MSU NETID field", "2. Enter the password you set when registering for the course", and "3. Click the SIGN IN button". A fourth callout box points to the "Forgot Password?" link with the text: "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** (you will have an option to register multiple participants). If you have any technical problems, please call the MSU IT Service Desk. They are available at 844-678-6200.