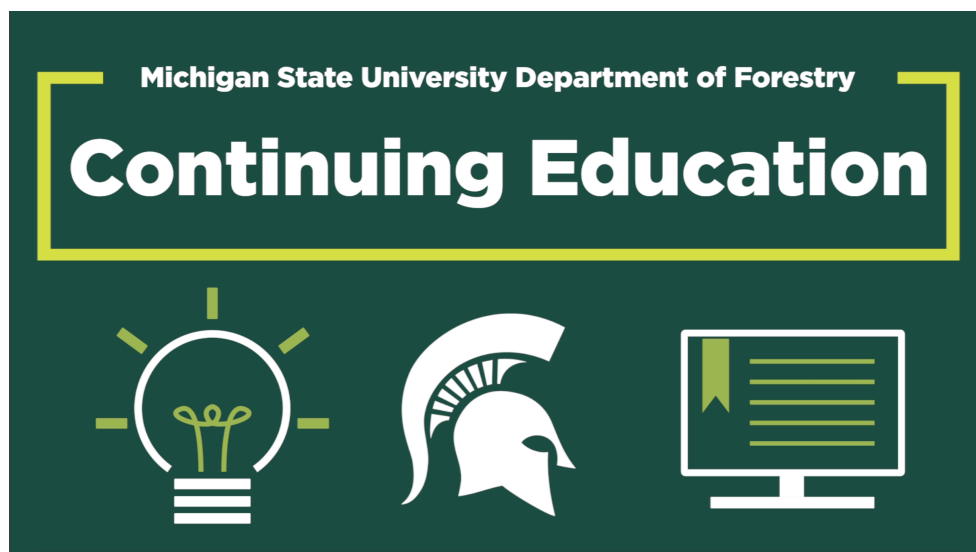


Michigan State University Forestry Department Forest Carbon and Climate Program

Professional Development Course Onboarding Information



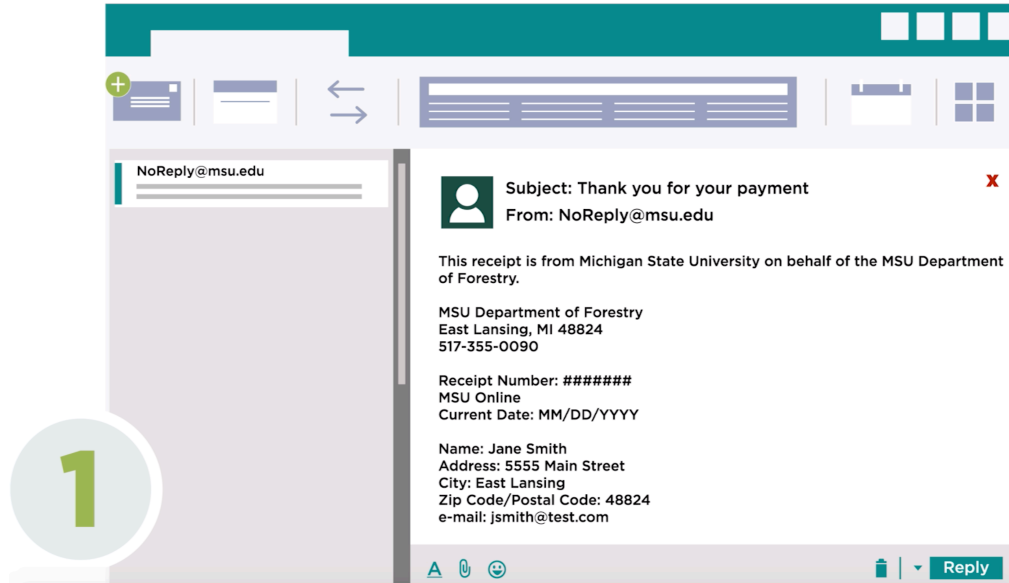
Thank you for deciding to join an MSU Department of Forestry professional development course. We're so excited to welcome you into our learning community, share our expertise, and learn from you!

This document is intended to provide you with an overview of what you can expect after submitting a payment for a course through our online storefront.



Department of Forestry
MICHIGAN STATE UNIVERSITY

First, you'll receive an automated course purchase receipt from the email address noreply@msu.edu with the subject line "Thank you for your payment." This will be automatically sent immediately following your purchase.

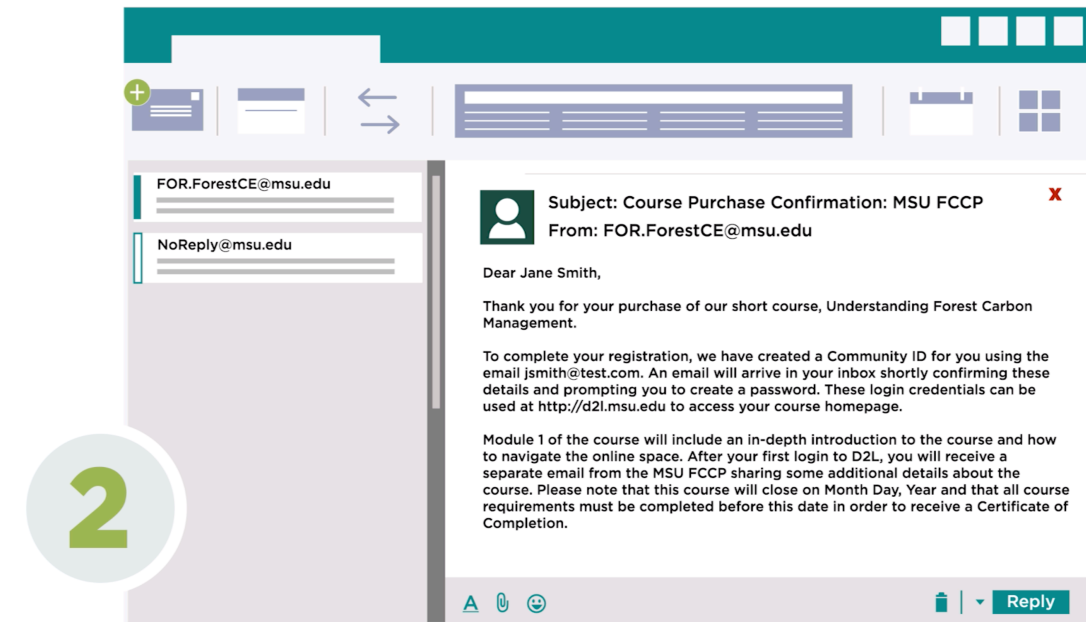


This email acts as a digital receipt of your course purchase. Your contact details and course purchase total are confirmed here. The receipt number provided can be used for a course refund request, if needed.

Note: If you can't locate this email in your inbox, check your spam folder.

Next, you'll receive a purchase confirmation from our online course assistant from the email address FOR.ForestCE@msu.edu. This email will contain the phrase "Course Purchase Confirmation" in the subject line and will arrive within 1-3 business days of your course purchase.

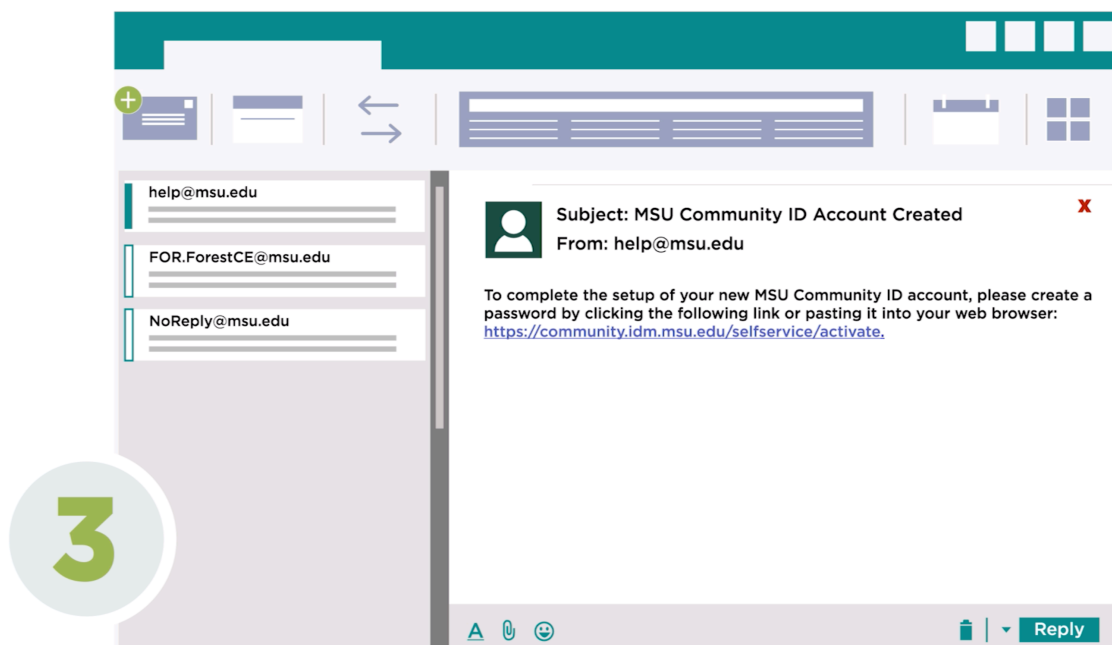




This email will confirm your course username or login, referred to as a “Community ID.”

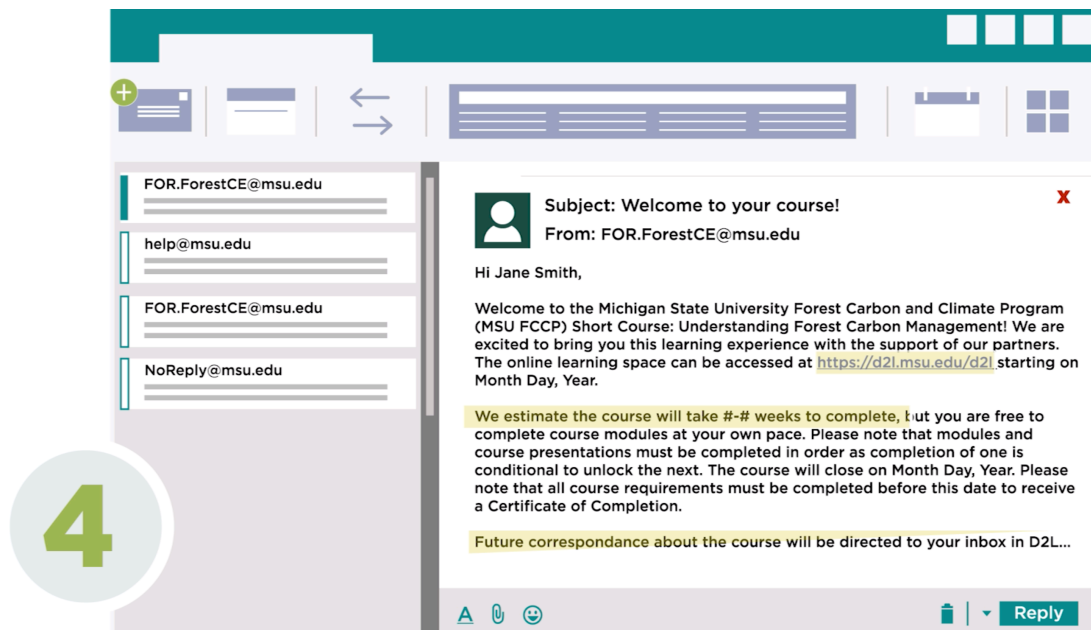
Note: If you can’t locate this email in your inbox, check your spam folder.

Next, the Community ID is created for you using the email provided during your course purchase. You will receive an email from the account help@msu.edu with the subject line “MSU Community Account Created - Please Complete Setup.”



This email will contain a link that you can use to create a password. The Community ID and password will be used to log in to your online course space, so please record these credentials in a safe location for future reference.

Finally, the email communication that you will receive will be your official course welcome. This will arrive two weeks before the date that your course opens. For an updated course schedule, visit the [Professional Development Course Page](#).




This email will contain a link to access your course, additional details regarding the course timeline, and information regarding future course communications.

Let's review:

There are four emails that will arrive in your inbox following a course purchase:

1. Automated course purchase receipt
2. Purchase confirmation
3. Community ID account confirmation
4. Welcome Notification

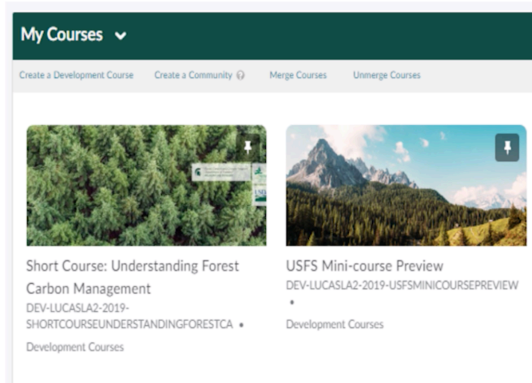


- 1** **Course Purchase Receipt**
From: NoReply@msu.edu
 - 2** **Purchase Confirmation**
From: FOR.ForestCE@msu.edu
 - 3** **Community ID Account Confirmation**
From: help@msu.edu
 - 4** **Welcome Notification**
From: FOR.ForestCE@msu.edu
- 

After reviewing each of these emails, you are ready to begin your course! Your welcome notification email will provide instructions for how to access the course page.

Alternatively, you can visit <https://d2l.msu.edu>, select login, enter your Community ID and password credentials, and view your collection of active courses on your course homepage. Please note that the course will not appear here until the first day of the course period.

 <https://d2l.msu.edu>



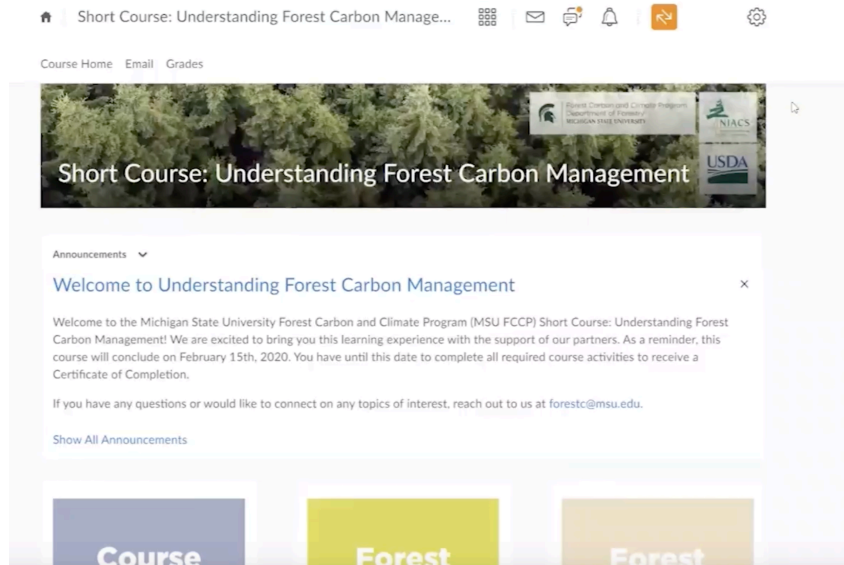
Note:

Course will not appear here until the first day of the course period.

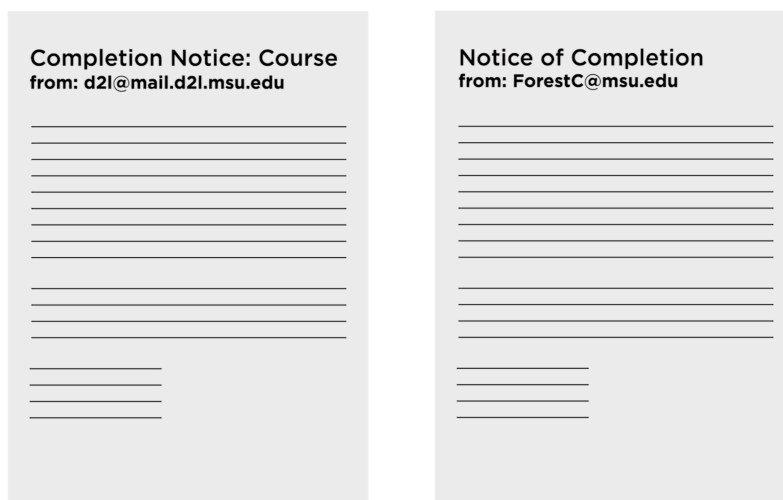


We will be in touch throughout your course experience with emails to your registered contact email address. You can expect to receive short progress updates as you move through course modules and reminders of the course closing date.

If there are any topics that you'd like to connect with one of our course instructors on, you will have the opportunity to submit content-related questions and comments within each module.



At the conclusion of your course, you will receive an automated notification through the D2L course system as well as a formal notice of completion sent by our online course assistant.



The formal notice of completion will contain your digital Certificate of Completion and will be emailed within 3-5 business days.



If you have any questions about your course purchase or access, we are always available to help! Send us an email at FOR.forestce@msu.edu and we will be in touch.

