Citizen Planner Online: Bulk Registration

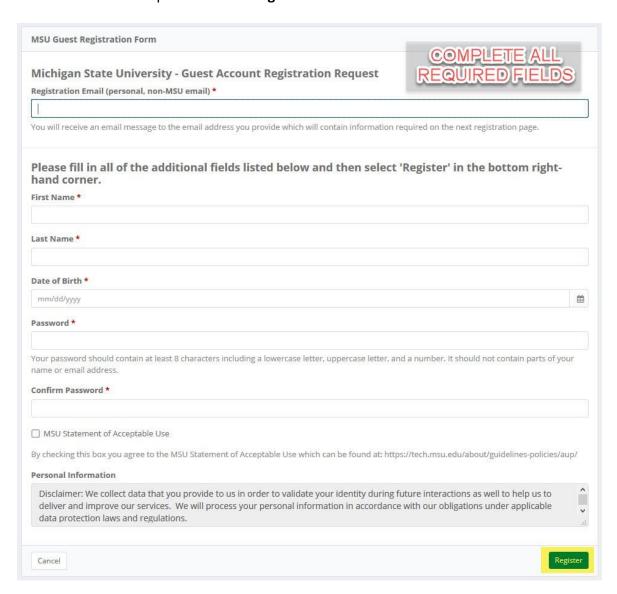
To register a participant (a colleague, staff member, etc.) in the Citizen Planner Online course you will need to create an account in our system for yourself, as well as ask the individual(s) you are registering to create an account. Below are detailed instructions – complete the three steps outlined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

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

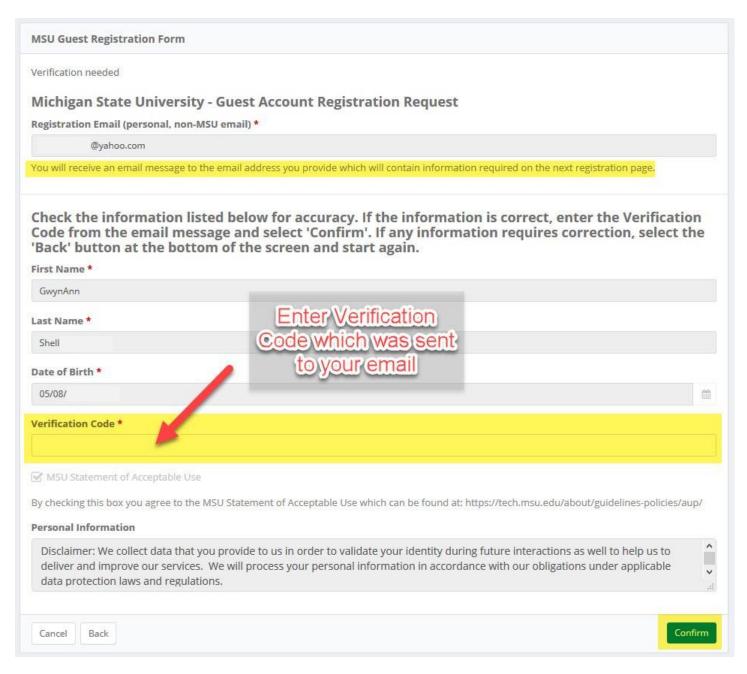
1. Ask the participant you are enrolling to create an account in our system. You can share with them the following web page with specific instructions: <u>Creating an MSU Guest Account</u>. If you register a participant and they have not created an account, their access to the course will be delayed 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 <u>Step 1 Initial Registration</u> and complete the Guest Account request form. Once the form is complete click the **Register** button.

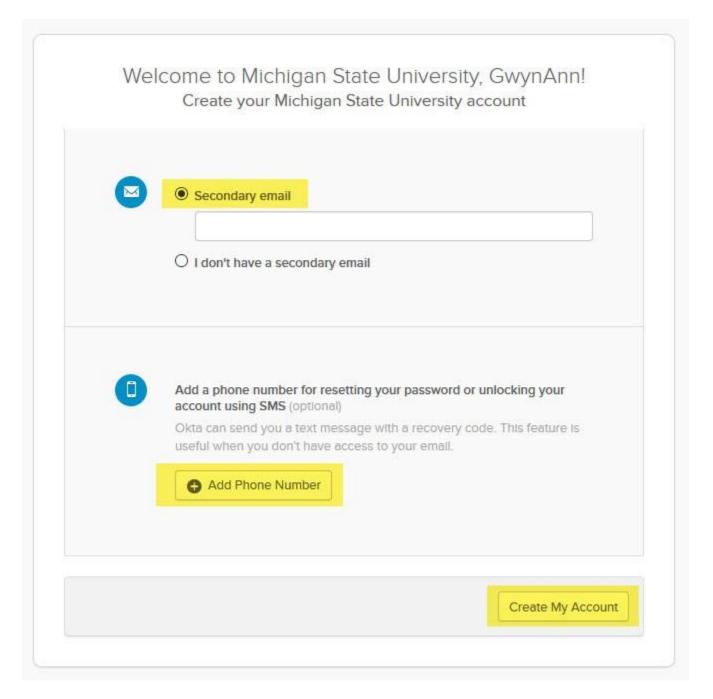


2. In your email you will receive a message with the subject "Michigan State University - Guest Registration Verification." This is the first of two registration emails you will receive during this process. Copy the verification code and enter the code in the required field shown below and select the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



- 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.

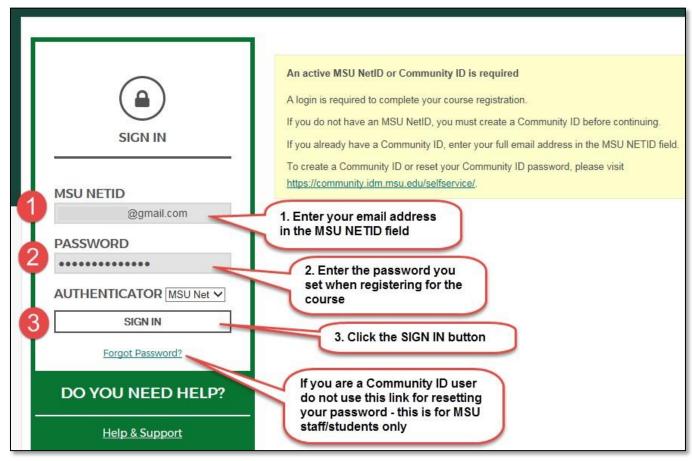


^{*}Please note: If you need to reset your password at any time go to https://auth.msu.edu/ and select the option for "Need help Signing in" and follow the prompts.

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.



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.