INSTRUCTIONS: BETTER PROCESS CONTROL SCHOOL ONLINE COURSE SITE ENROLLMENT

To enroll in and access your online course, you will need to complete the following three steps:

- **Step #1:** Create a Guest Account
- **Step #2:** Enroll in the course
- **Step #3:** Login to the course (review both pages in this document).

If you have any difficulty creating your account, please contact the MSU Discovery Services Help Desk at 517-353-8700

STEP #1: CREATE YOUR MICHIGAN STATE UNIVERSITY GUEST ACCOUNT

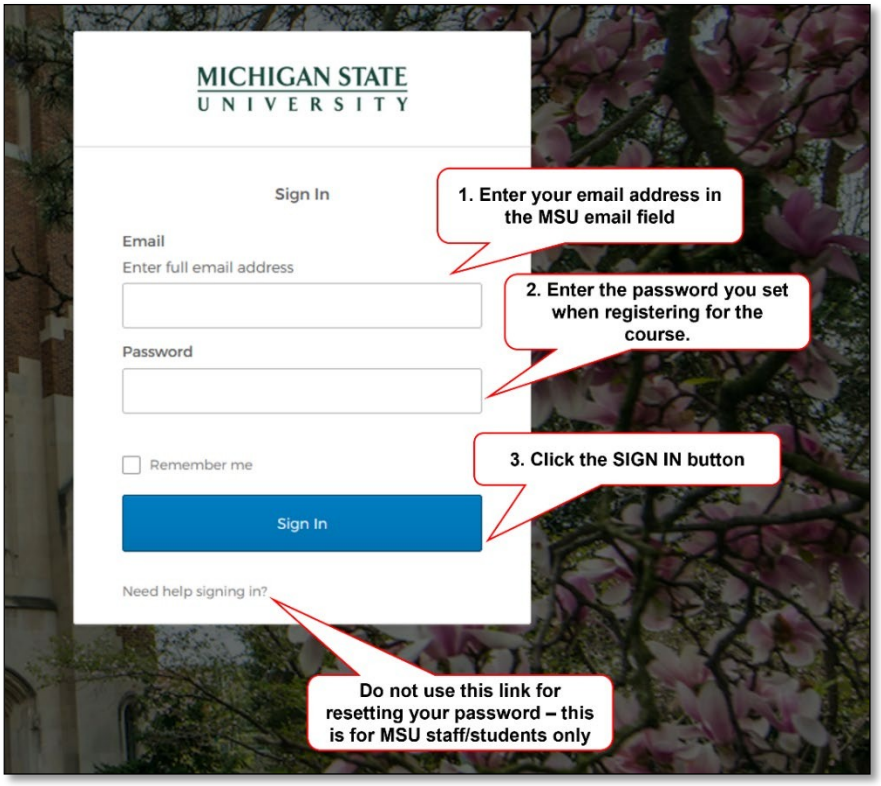
If you do not have an msu email address, you must create your Michigan State University Guest Account by following the instructions on this website: MSU Guest Account Creation Page.

STEP #2: ENROLL IN THE COURSE

Once you have created your account and set your password, follow these instructions to enroll. **Please note that it may take 10-15 minutes for your account to be activated and for you to be able to login.** If you are unable to login, please wait at least 15 minutes and try again.

Within 15 minutes, you will receive an email from identity.msu.edu confirming your "Guest Account Registration Final Steps." That email will instruct you to go to auth.msu.edu so you can login. On clicking, you will see "My Apps" and several msu icons. This confirms your registration is complete.

1. Login with your **Guest Account ID (your email address)** and your **password** as shown below.



2. Once the page below opens, click this link to choose, register, and pay for the course of your choice:

BPCS Book:

The official course book is "**Canned Foods: Principles of Thermal Process Control, Acidification and Container Closure Evaluation**, 9th Edition". The book is optional but highly recommended to facilitate learning, help with quizzes, and follow the lecture more efficiently. Please add $100 (included Priority Mail shipping) for the optional course book at a discounted price, or you may buy it directly from the Consumer Brands at the above link for $125 + S&H.

After you finish paying, you will receive an email receipt.

STEP #3: LOGIN TO THE COURSE

1. Go to https://d2l.msu.edu/
2. In the NetID field enter your Community ID (your guest email address)
3. Enter your password
4. You will be logged into D2L - click on the **MSU Online Self-Paced Better Process Control School** title to access the course
    a. Navigate to the Content tab on your course menu bar 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 (517)353-8700.