

MICHIGAN STATE UNIVERSITY

Dear New Advisor,

I am so happy you are joining the advising community at Michigan State University! A committee of advisors has created a New Academic Advisor Training Series for you to work through over your first year. This eight-course, online training will help you get acquainted with the basic information and skills you will need as you begin your new role. To access the training, you will first need to complete the following steps so that you can enter the online portal:

1. Activate your NetID
 - Your NetID is your MSU username, or electronic identity. You will need your NetID to log in to many university websites, as well as campus computers.
 - Activate your MSU NetID and create a password by following the instructions on this website: <https://netid.msu.edu/faculty-staff/index.html>
2. Set up your “two-factor authentication”
 - Several of the websites you will frequently use require "two-factor authentication." Two-factor authentication creates an additional layer of security to protect you and the MSU community. In addition to your NetID and password, you will need to register at least one more device as a credential. However, it is recommended that you set up two devices, so that you will always have multiple ways to access your account.
 - Register for your two-factor credentials here: <https://secureit.msu.edu/two-factor/>
3. Enroll in Course 1
 - Follow this link to enroll yourself in the course: <https://apps.d2l.msu.edu/selfenroll/course/701097>
 - Sign in with your NetID and password.
 - Click the “Course home page” link to access Class 1 and be taken to Desire2Learn (D2L). D2L is MSU’s learning management system and is where the new advisor training is found.
 - You can access D2L again later at <https://d2l.msu.edu> and will be able to see the course on your D2L homepage.



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I hope you will have a smooth transition into your new advising position, and I look forward to meeting you in person soon!

Best wishes!

A handwritten signature in cursive script that reads "Debra Dotterer".

Debra Dotterer
Assistant Dean, University Advising