Admissions → Next Steps

The New Student's Guide to MSU Systems

IMPORTANT LINKS

- MAFLT.CAL.MSU.EDU
- STUDENT.MSU.EDU
- D2L.MSU.EDU
- SPARTAN365.MSU.EDU
- TEAMS.MICROSOFT.COM/GO#

In this guide:
- MSU SYSTEMS & ACCOUNTS
- FLT STUDENT RESOURCES
- ORIENTATION PROCEDURES
- MAFLT NETWORK

To request help with the topics below, you can click Help on those pages or email our office: maflt@cal.msu.edu.

MSU SYSTEMS & ACCOUNTS

Getting started with your new graduate program will involve several steps, and we want that process to go as smoothly as possible. This Next Steps guide for MAFLT and Certificate students will help you to create accounts, locate important sites, and take steps that need to happen before you can participate in courses and engage with the MAFLT Network. The MSU Graduate School also provides you with a Welcome Letter and Welcome Packet. They are full of instructions and resources for all new students. Also, you will find links to important instructions and resources in our handbook:

FLT Program Handbook > michiganstate.sharepoint.com/sites/MAFLT/SitePages/FLT-Program-Handbook.aspx

LOG IN | NETID.MSU.EDU/STUDENT

- ❑ Begin by setting up your MSU ID. Read instructions for Getting Started here: https://netid.msu.edu/student.
  - ❑ Choosing a good password: https://secureit.msu.edu/passwords.
  - ❑ Setting up multi-factor authentication: https://secureit.msu.edu/multi-factor.

You will use your MSU ID (your email address) and password to log in to most MSU platforms. Using your MSU email address to set up accounts on other sites can create a security risk, so avoid doing that unless instructed.

ACTIVATE EMAIL | SPARTANMAIL.MSU.EDU

- ❑ Set up your MSU email account at https://spartanmail.msu.edu. We use MSU email, not personal email, to communicate with our students. You can open it in a browser or use the Outlook app on your computer and mobile devices. Get help here: https://tech.msu.edu/students/.

ONLINE LEARNING SYSTEM | D2L.MSU.EDU

- ❑ Log in to D2L at: https://d2l.msu.edu. Look for the tile for the MAFLT Community on your D2L Home screen. If you don't see it, let us know so that we can add you manually right away.

All of our courses are delivered via MSU's learning management system, D2L. Throughout your time in the program, you will have access to a D2L site called the MAFLT Community. You may not see other courses yet. Your instructors will notify you when course sites open, and you can adjust other notifications in your D2L Profile.

STUDENT INFO SYSTEM | STUDENT.MSU.EDU

- ❑ For most of the steps you need to take as a student at MSU, start with the Student Information System (SIS). Log in to the **Student Information System (SIS)** at: **student.msu.edu**. This site uses the same password and two-factor authentication as D2L, the MSU Library, and most other MSU sites.
- ❑ MSU provides a guide for students here: **sis.msu.edu/learn-more**. This portal serves as a starting place for most steps you need to take to monitor your progress, accounts, calendar, etc. at MSU.
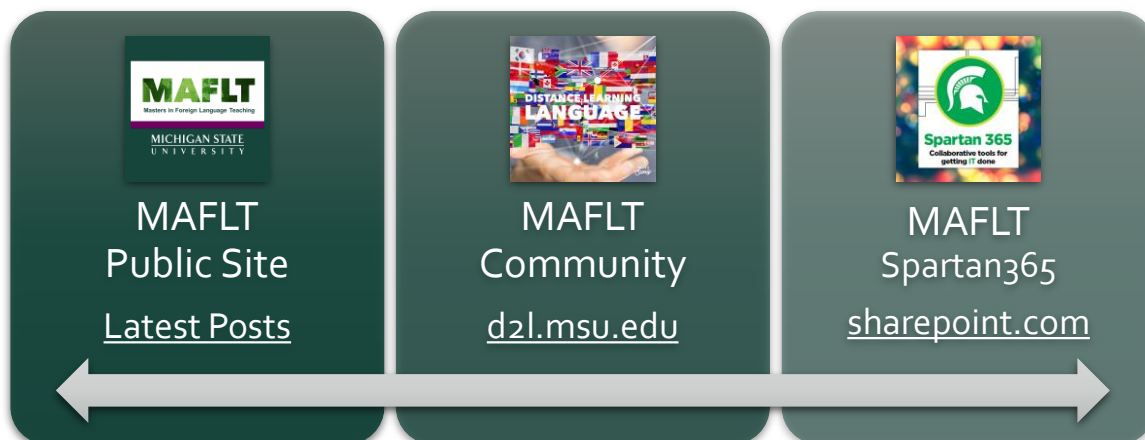
ENROLLMENT | STUDENT.MSU.EDU

- ❑ You can enroll in your courses now. Log in to SIS (see above) and click Class Search. MSU provides detailed instructions for Class Search and Enrollment here: **sis.msu.edu/help/enrollment**.
- ❑ More information about FLT courses is provided on our internal sites for MAFLT Students and on our public website. **Public site: How to Enroll in FLT Courses. MAFLT SharePoint: Enrollment Guide**.

FINANCIAL ACCOUNTS | SIS.MSU.EDU

- ❑ From there, you can go to Class Search, Billing, and Academic Records, etc. You will see Advising, but do not make advising appointments here. Your advisor is the **FLT Program Director**.
- ❑ This presentation explains tuition payments and other financial topics: **Student Guide to Student Accounts**. Your account is managed by the Office of the Controller: **ctlr.msu.edu/COStudentAccounts**.
- ❑ Notifications about billing and payments will come through email and your MSU student account. If you get a message you do not understand, let us know, but you will also need to contact the Controller's Office directly.

SPARTAN365 | SPARTAN365.MSU.EDU

- ❑ The **Spartan365 page (https://spartan365.msu.edu)** gives you access to all of our **Microsoft Office 365** apps. They are all provided with your MSU account - no extra charge. Click **Install Now** to download Word, Excel, Outlook, PowerPoint, etc. You will need to submit assignments in these formats, not Apple or Google formats.
- ❑ Download **Microsoft Teams** from Spartan365 also. This is the main way that we communicate, along with D2L. You can get to it online at **teams.Microsoft.com/go#**. You can also download Teams to your computer and/or go to your mobile device's App Store to get the Teams app, along with other Spartan365 (Microsoft) apps.
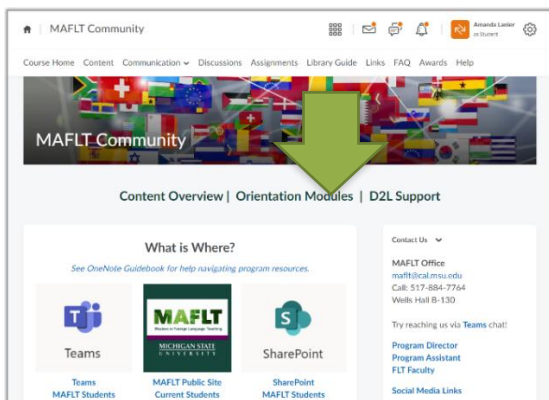

**MAFLT
Public Site**

Latest Posts

**MAFLT
Community**

d2l.msu.edu

**MAFLT
Spartan365**

sharepoint.com

Current Students > Platforms for Courses, Communication, and Community

SharePoint → MICHIGANSTATE.SHAREPOINT.COM/SITES/MAFLT

Pages include: Program Handbook | Enrollment Guide | Admin Forms | Tech Tutorials | Calendar & Events

ORIENTATION MODULES

Once you have access to our learning management system, D2L (d2l.msu.edu), you will be able to access the self-directed training on the MAFLT Community site. These modules will take you through various procedures and platforms and then guide you to set up an advising session with me to plan your future coursework. You can refer back to these modules at any time during the program.

Log in to D2L, click the tile on the D2L Home page for the **MAFLT Community,** and look for the link in the middle. Please allow 2-3 hours to go through those modules and aim to complete them before courses begin.
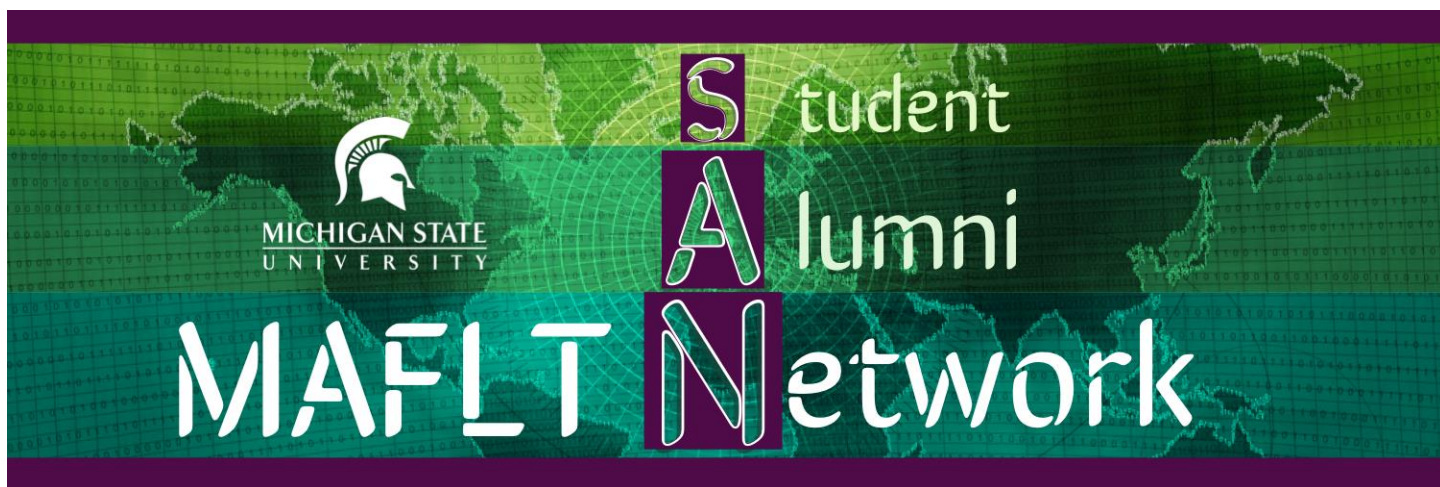
Our programs are tech-intensive, but we have a lot of experience with online learning and grad students like you. It will all become more familiar! By the end of Orientation, you will be familiar with many of our practices and platforms, and you will know the best ways to ask for help when you need it.

ORIENTATION LIVE MEETING

Before the next semester begins, you will be invited to a virtual meeting in which you can meet our faculty, connect with other students, learn about program requirements, get advice for thriving in the program, and ask questions. We hope you can attend live, but we will also share the recording. This poll asks for times when you are generally available so that we can schedule a time that is likely to work for you and others: **http://whenisgood.net/meet-maflt-faculty**

We will look forward to meeting you there! In the meantime, you can read the Program Handbook and Appendices and get to know other members of the MAFLT Network: maflt.cal.msu.edu/current-students. You are now a Spartan!

<p align="center">Current Students | Alumni | Core Faculty & Staff | Related Programs</p>

<p align="center">#distancelearningupclose   #spartanexperience   @MSU_MAFLT</p>