Creating an Account

This document should help you in creating a new user account to help you navigate our website here at F&OD.

In addition to easier navigation that is ADA compliant, the new website will allow you to view and manage your F&OD program participation (which events you choose to participate in). The first time you create an account, you will be asked to complete a user profile that will be saved. This doesn't have to be the same as your MSUNet ID, but can be if you wish. When you register for future programs or need to cancel your existing registration, you will need only to log-in and your registration and cancelation can be completed with a few clicks.

Thank you for taking the time to use our website, and if you have any questions regarding usability, functions of our website, and or questions with creating an account, please feel free to call or email Samuel Stafford at 517-355-7497 or staffo65@msu.edu [1].

Step 1: Click the "Create New Account" Button.

- Find and click the "create new account [2]" button in the upper right hand corner of the Home Page [3]

Step 2: Fill in all appropriate information

- Fields that show an "*" are fields that are required, so make sure those are complete.

   Account Information
Contact Information

Thank you for registering an account with the Office of Faculty and Organizational Development. After your account has been created, you will be able to register for any opportunity on this website with the click of a button. This user profile is not connected to any other MSU computer system, including EBS. There is no access to personal information other than what you provide. These materials may be kept confidential to the maximum extent allowed by the law, and may be subject to Michigan’s Freedom of Information Act. For more information, go to the Consumer Laws link at http://www.michigan.gov/ago and F&OD policies at http://fod.msu.edu/mission-policies-advisory-board.

If you have any problems or questions about creating an account, please email Fodevent@msu.edu or call 355-7483.

**Username** *

FOD User

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address** *

FODUser@msu.edu

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.
First Name *
Joe

Last Name *
Smith

Primary College, Unit, or Office *
Faculty and Organizational Development
If you are not an MSU affiliate, please select Other.

Non-MSU College, Unit, or Office

Enter in your College, Unit or Office if you are not affiliated with MSU.

Primary Department *
Other
This field is required. If you do not have a department, please type other.

Primary Title *
General Counsel
If your title is not listed, please select Other.

Other Primary Title

If not listed above, enter your primary title in this box.

Academic Rank *
Instructor
Select your academic rank. Select Other if your rank is not listed.

Campus Address
420 Auditorium Road, Room 308

Address Line 2
Michigan State University

City
East Lansing

State
Michigan

Zip
48824

Campus Phone *
517 432-1185
Please include the area code, e.g. (517) 555-5555

Website Updates *
- No
- Yes
Would you like to receive email notices of upcoming F&OD opportunities?
Assistant Information (if applicable)

<table>
<thead>
<tr>
<th>Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have an assistant that you would like included on registration emails and reminders, please select yes and enter the assistant’s information.</td>
</tr>
<tr>
<td>☐ Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assistant’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Smith</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assistant’s Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Smith.Jane@msu.edu">Smith.Jane@msu.edu</a></td>
</tr>
</tbody>
</table>

Demographics

Demographics

Michigan State University is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, MSU invites applicants to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement.

Are you a U.S. citizen or permanent resident?

- N/A
- ☐ Yes
- ☐ No

Gender

- N/A
- ☐ Male
- ☐ Female

Are you Hispanic or Latino?

- N/A
- ☐ Yes
- ☐ No

What is your race? SELECT ONE OR MORE.

- N/A
- ☐ White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ Black or African American: a person having origins in any of the Black racial groups of Africa.
- ☐ American Indian or Alaska Native: a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- ☐ Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Leave unchecked if you prefer not to answer.

Captcha Word Verification
then push the "Create New Account [2]" button which looks like this:

Create new account

You should have received a confirmation email after clicking the button above. Follow the instructions in the email, and then click the link provided.

For help registering for an event, Click Here. [4]

Hannah Administration Building 426 Auditorium Road, Room 308 East Lansing, MI 48824-1024
Phone: (517) 432-1185 Fax: (517) 432-2069 Email: facdevel@msu.edu | leaders@msu.edu MSU is an affirmative-action, equal-opportunity employer.

Source URL: http://fod.msu.edu/creating-account
Links
[1] mailto:staffo65@msu.edu?subject=FOD%20-%20Account%20Creation%20Issue
[4] mailto:staffo65@msu.edu?subject=Trouble%20Registering%20-%20FOD