



MSi has implemented a new student self-enrollment procedure. This process allows your students to be processed more efficiently.

You will receive group/period enrollment keys for your individual school or organization. Each enrollment key is for a specific group/period.

Example:

Period	Enrollment Key #
1	ae5fee13-a715-4879-8fc4-6b754b38a600
2	de27f3a7-78a6-433b-8589-44d48bc3f32g
3	4688f86b-59d2-411a-72a3-65e048fc7f8r
4	0c9d5914-b0b0-41d8-8ab8-96d064acb306
5	25f0d14a-92ac-407f-a224-8f864aaadb19
6	95de58d9-b0fe-4ac8-abc0-03307e728d1g
7	ef250222-e153-4ddb-9487-995943917ef7
8	644bb057-30eb-4202-bb7d-e60e02c9bbe3

In this example, for all your students that create their account that are in Period 1, they will use the code:
ae5fee13-a715-4879-8fc4-6b754b38a600.

The same applies to whichever periods that you have. If you only have periods 1,3 and 5 then you just assign codes to those students from those periods.

Note: It is recommended that teachers keep a record of their student usernames and passwords.

MSi does not have records of self-enrolled students. A suggestion is maybe having your students email you, the teacher, their username & password.

If you need a username or password re-set, only MSi admins have the permissions to do so. Email us and we will take care of it.



Students will go to **my.msik12.com** and select **Create new account**.

Sign In

Username

Password

☐ Remember username [Forgot Password?](#)

Log in

No Account? [Create new account](#) ←

On the Sign up form, students will enter a Username and Password.

- **Usernames** - must be at least 6 characters in length, all lower-case letters. **No Duplicates**

Note: For schools, we recommend that the students use their student ID for their username.

- **Password** – Password criteria is listed on the form. Passwords **can** be duplicated among enrolled students.
- Enter the student **enrolment key** for the group/period that was issued by the teacher.

Note: The group/period enrolment key will enroll the student into all the courses at the same time.


- From the Student or Teacher, choose **student**
- **First name**
- **Last name**
- **City / Town**
- **Country**
- Select **Create my new account**

Sign Up

▼ Choose your username and password

 Username

The password must have at least 8 characters, at least 1 digit(s)

 Password

▼ More details

 Enrolment

key

Student or
Teacher (We
verify)

Teachers are
required to use
their work email
address

 First name

 Surname

City/town

Country

Create my new account

Cancel

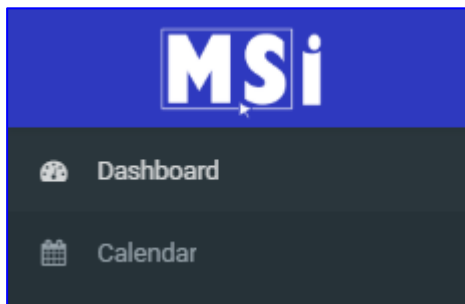
The Course enrolment screen will show which course(s) the student is now enrolled into.

Course enrolment

✓ You have been enrolled as a Student into the course 'Word 2016' ×

✓ You have been enrolled as a Student into the course 'Outlook 2016' ×


On the left of the screen, student will then select “**Dashboard**”.



The Dashboard will show:

- Recently accessed courses
- Calendar
- Course overview

Recently accessed courses



No recent courses

Calendar


◀ April 2020 ▶

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			


Course overview

▼ All ▼

Sort by Course name ▼ Card ▼



Outlook 2016



Word 2016

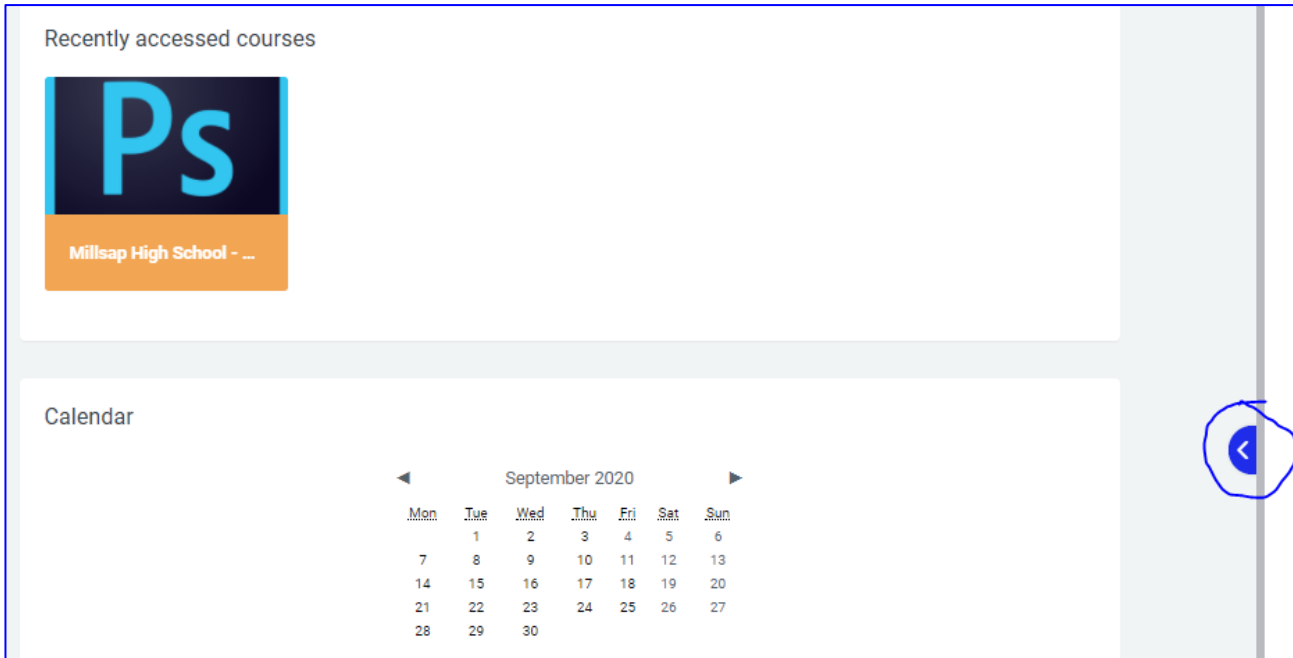
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Sometimes, a course will require a student to enroll with a unique enrollment key.

For example, they may already be enrolled into a different teacher's LMS course(s)

If a student is enrolled into another course and needs to use a new enrollment key to enroll into different course, they can do that, see below:

On their dashboard, select the blue circle with the white arrow on the right-hand side of the screen.



A screen appears that will show what course(s) they are currently enrolled into.

Place the new enrollment key into where it says “**Enrol with key**”.

