# Instructions on How to Get Your UW-Madison NetID

As an online student at UW-Madison, you will take your courses through a website called **Moodle**. **Moodle** is a place where our students and teachers can work together, completely online.

First, you will need an official UW-Madison NetID, which is a username and password. You will use your NetID to login to Moodle and take your class. This document explains the steps to get your NetID. There are **5 Steps** in this process.

Step 1

You will receive an email *invitation to join* UW-Madison Lifelong Learners Group from Manifest Group Systems, an online tool that helps you register for your class at UW-Madison.
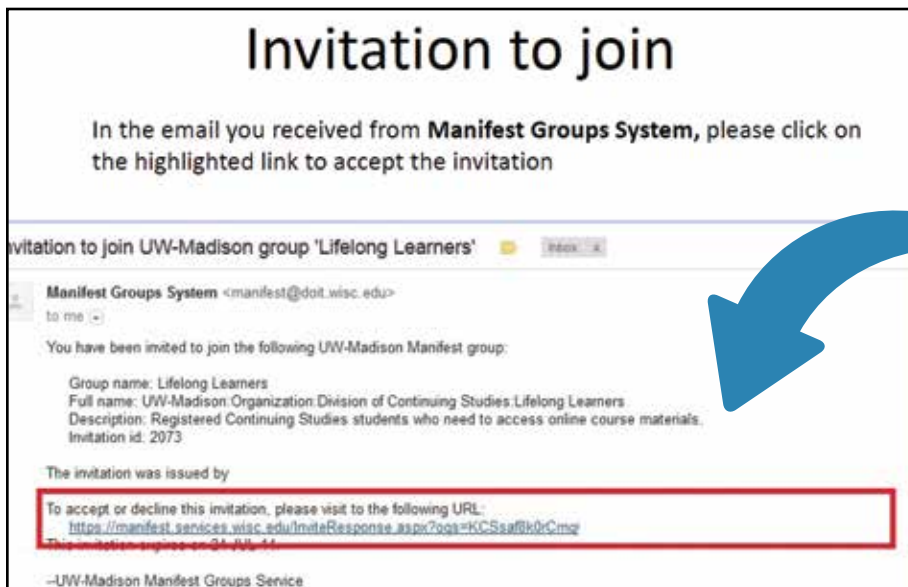
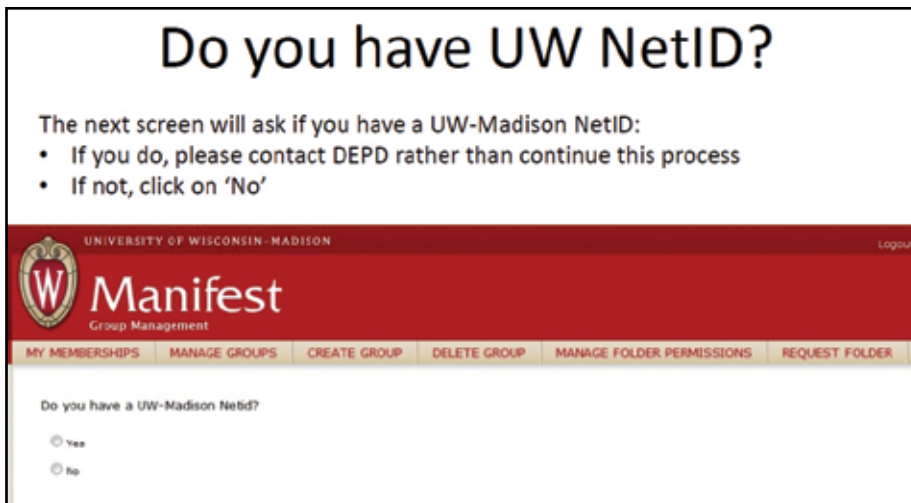Open the email and click on the highlighted link to accept your invitation.
You have completed **Step 1**.
The link you clicked on takes you to **Step 2**.

Step 2

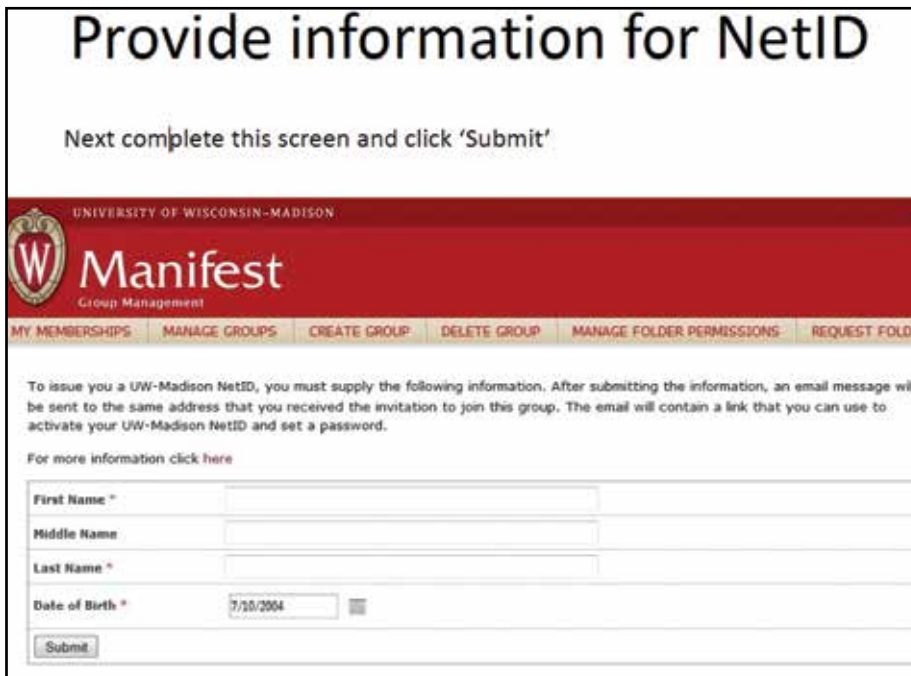**The link you clicked on to accept the invitation takes you to a website to answer several questions.**

Now you will see a screen asking if you already have a NetID. Click "**no**" to continue this registration. If you already have a NetID, stop here and contact: **help@doit.wisc.edu** or call **608-264-4357**.

Provide information to get your NetID.

Now you will see a screen asking for your first name, last name, and date of birth.
Fill in your information and click "**submit**."

See confirmation that your NetID has been requested.

Now you will see an **acknowledgment** indicating that your NetID request has been received.
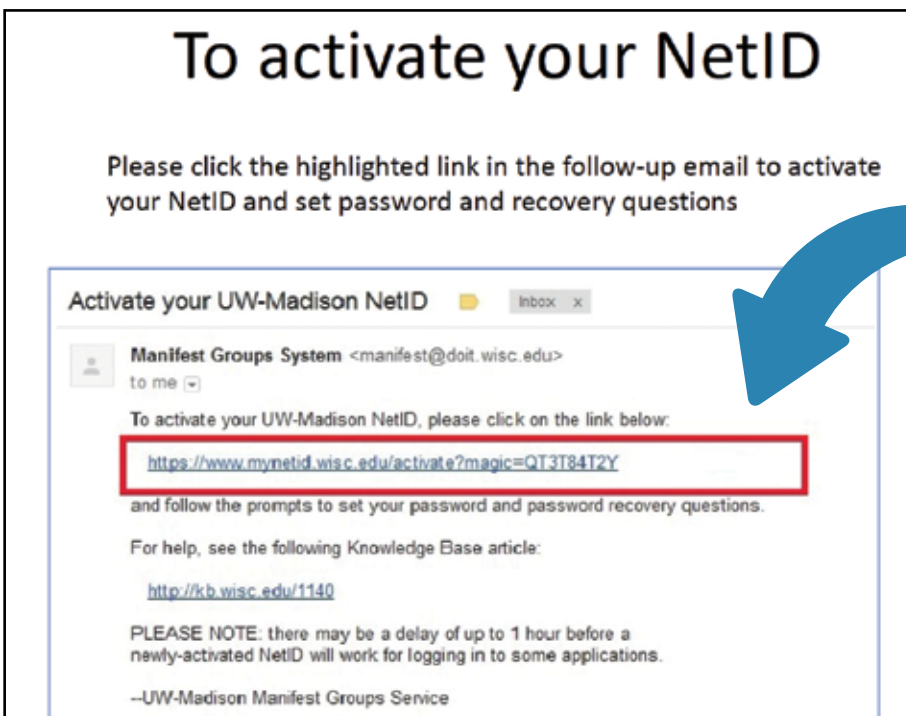You have completed **Step 2**.
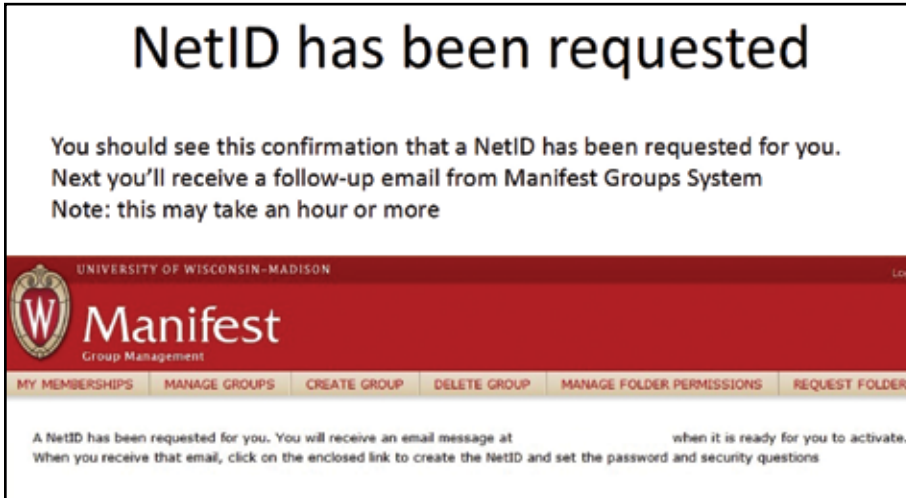
Step 3

You will receive an email asking you to activate your new NetID.
(Email will be from Manifest Group Systems.) Open the email and click on the highlighted
link to activate your NetID.
You have completed **Step 3.**

Step 4

The link you clicked in Step 3 takes you to a website to complete several forms, set your password, and receive your new NetID.

Review IT compliance agreement.
Now you will see a screen that asks you to read an **Information Technology** (IT) **Compliance Agreement**. Read the information, scroll to the bottom of the page, and then click "**I accept**."

Review Terms of Service.

Now you will see a screen that asks you to read the **Terms of Service**.
Read the information, scroll to the bottom of the page, and click "**I understand**."

Set your Security questions.

Now you will see a screen that asks you to select three security questions and save your answers.
Write your answers down in a safe location, in case you forget your password or need help from
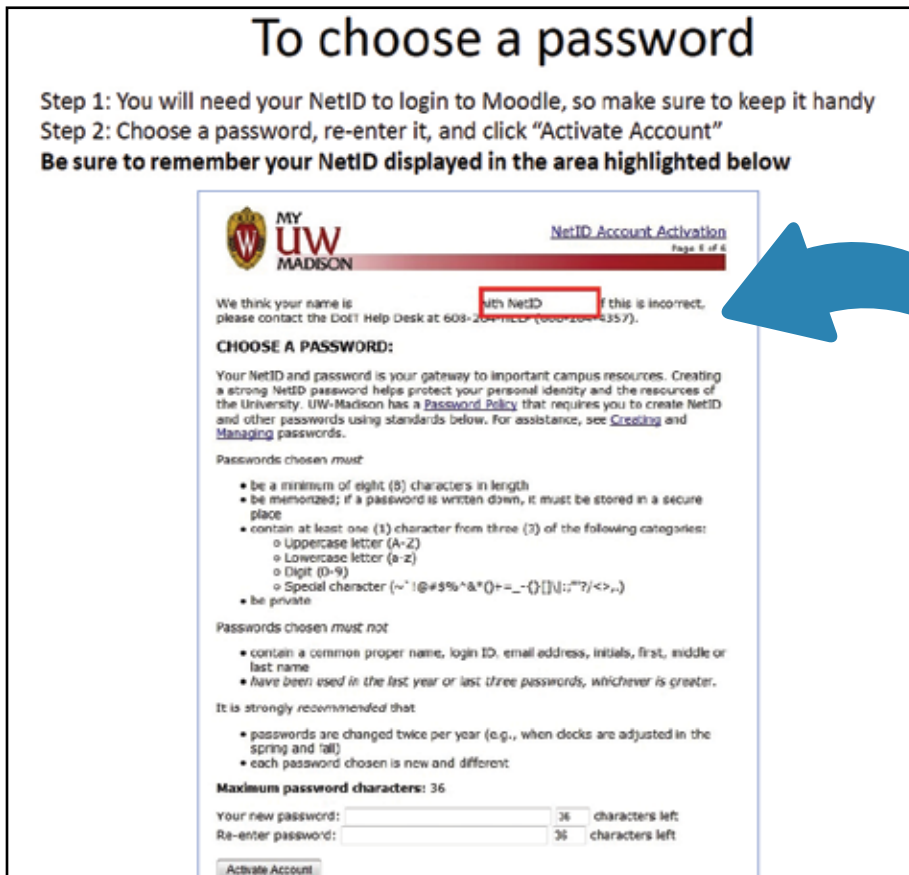the Help Desk (**help@doit.wisc.edu** or call **608-264-4357**).

Get your NetID and choose your password.

Now you will see a screen that verifies your name and gives you your new NetID.

IMPORTANT: You need your NetID to login to your classes and to complete the registration process.
Write your NetID and password down in a safe location.

Next, scroll to the bottom of the page and create your password.
Re-enter your password and click "**Activate Account**"

Your account is confirmed

Now you will see a screen that confirms that your new NetID is active.
You have completed **Step 4**.
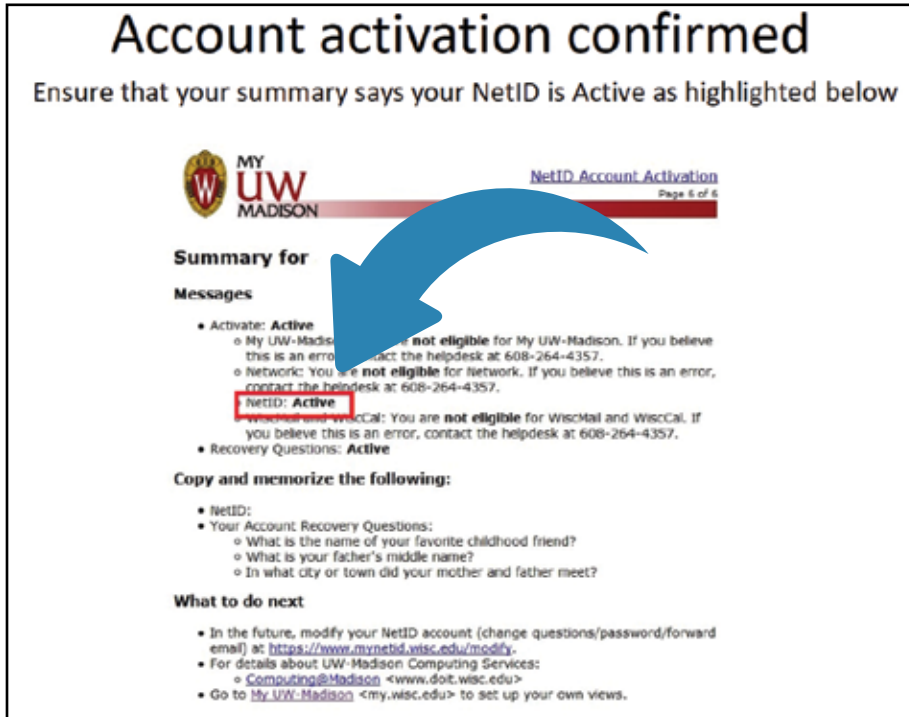
Step 5

You will receive an email with instructions on how to login to your online course.

You have completed your NetID registration.
Within 24 hours of creating your NetID, you will get an email from the program director
with instructions to login to Moodle and begin your UW-Madison class.

Thank You!