



## Instructions to create your D2L Brightspace password

1. Go to <http://password.gfcmsu.edu> and fill out the My Profile form using your MSU ID. Your Social Security Number will not work here. If you don't know your MSU ID (also called your Banner ID), call Admissions at 406-771-4420.

2. Click Sign In. When the Set a New Password page comes up, click on "User Information" to see your Net ID Username. (Write this down for future reference.) Click on "Change Passwords."

3. Create a new password using the password rules listed above. **IMPORTANT!** Check any check boxes shown so that you are setting up a password for any computer on campus, D2L, and your Student Email account. Click Submit, and you should receive a "Success" message. If so, login at <http://elearning.gfcmsu.edu> with your **Net ID as your username** and the **password you just created**.
4. If you get an "Authorization Failure" message, you might have made a typo, so repeat steps 1 and 2 and try again.
5. If you continue to get an error message, please contact our office at 406-771-4440 so we can help you.