Affiliate Membership Guide

Department of Recreational Sports & Fitness Services

Michigan State University

This document contains information for the following groups ***who do not have a Michigan State University NetID*** and want to purchase a Recreational Sports and Fitness Services Membership:

- Student Spouse
- Fac/Staff Spouse
- Alumni
- MSU Academic Guest w/a MSU Spartan Card **FPID**
- Fac/Visiting Scholar/Club Sports [**F/ZPID/No PID**]

The following are guided steps to take before going to our website [www.recsports.msu.edu] to purchase the Membership. *Please be sure to read all the information as you go along and follow the prompts, accordingly*.

Step 1: Run, do not walk, to this website: https://tech.msu.edu/msu-guest-account. Once on this page, either click on **Part 1: Initial registration** link *or* scroll down to "**Part 1: Initial registration**" [pic1-2].

2: Click on **Guest Account Registration Form**. Fill out the form, completely [pic2].

3: While you continue to have the MSU Guest Account page open, check your email for a *verification code*. The email will be from "**ithelp@msu.edu**" [*please remember to check your SPAM folder if you do not immediately see this email*]. Your verification code will be at the bottom of the email.

4: Return to the MSU Guest Account page. It should now state "**Michigan State University – Guest Account Registration Request**" at the top. After checking the information on this page for accuracy, enter the verification code that was sent to your email address and click **CONFIRM** in the lower, right corner [pic3].

5: Check your email again. You will receive a 2nd email titled "Michigan State University – Guest Account Registration Completed" [pic4] Once you've received the 2nd email, return to the MSU – Guest Account Registration web page, read thoroughly and click on "**Acknowledge Above and Proceed**" [pic4a].

- You cannot proceed until you have received the 2nd registration email [see pic4].

6: Once you have received the 2nd email, your Guest Account setup has been initialized and you are now ready to login to your MSU Guest Account [pic5-6].

7: Visit https://auth.msu.edu to sign in to your MSU Guest Account [pic6-7]. Here, under SETTINGS (upper right corner) [pic8], you can change/recover your password [pic10-12], set "Extra Verification" for increased security [pic13-17], and sign out of your account.

8: Begin to set up your "My Rec Sports Membership" profile [Process1] at: https://apps.recsports.msu.edu/membership/ (Click on UPDATE PROFILE).

9: Enter your information under **User Info** (* all fields required*):

•Barcode Number: **00000000009985** - if you *do not* have a Michigan State University Spartan Card, use these numbers. If you have a Spartan Card with a Barcode, but no Prox number, use the Barcode # from your Spartan Card and then type in the Prox # from below….

•Prox Number: **000000** [Process2] - if you *do not* have an MSU Spartan Card use these numbers. If you have a Spartan Card with a Barcode, but no Prox number, use the Barcode # from your Spartan Card and then type in the Prox # shown here.

•Click UPDATE MY INFO at the bottom of the page.

10: Next page is your RESULT page (aka "confirmation"). Once here, click on **GO TO MAIN SCREEN** [Process3].

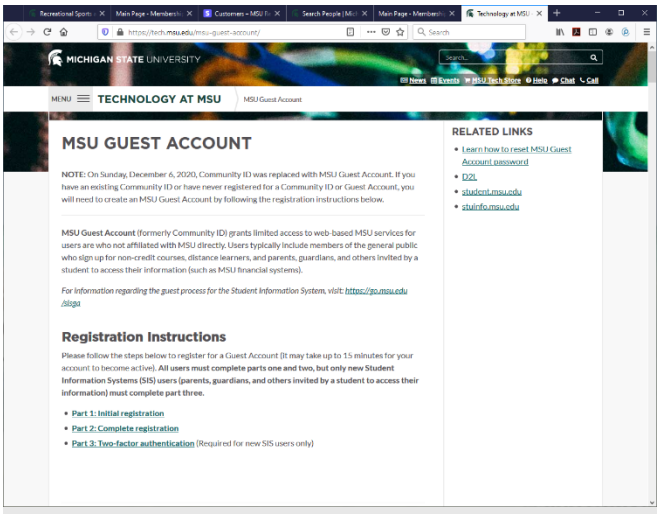
10a: Your account will be queued for approval.

11: You should now be on the Summary View page. As you scroll down, you can see where you are able to purchase a Rec Sports Fitness Membership [Process4-5]. Click on **Buy a Membership!** [Process5]. Follow prompts to purchase Membership of your choice OR to submit a 'code' for Membership activation.

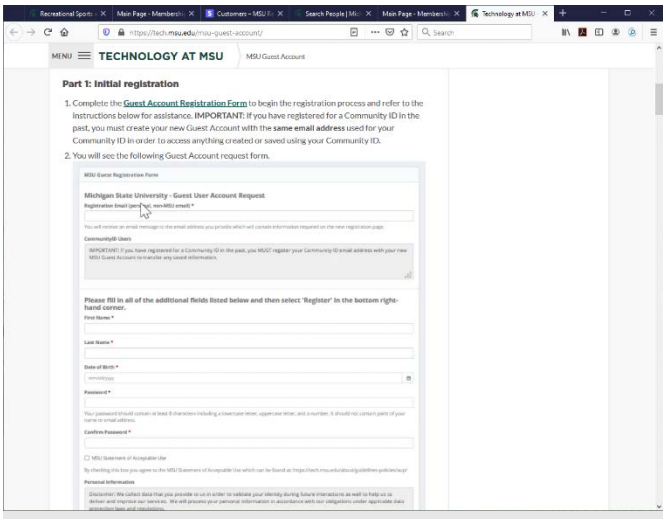
12. *Congratulations*! You are now the proud owner of your very own MSU Rec Sports Fitnes Membership!

REMINDER: Please, always bring your **photo ID** [MSU ID, Driver's License] with you as you must have it to enter the building. You must also have your photo ID *on your person* as you are working out in our Fitness Room/s.

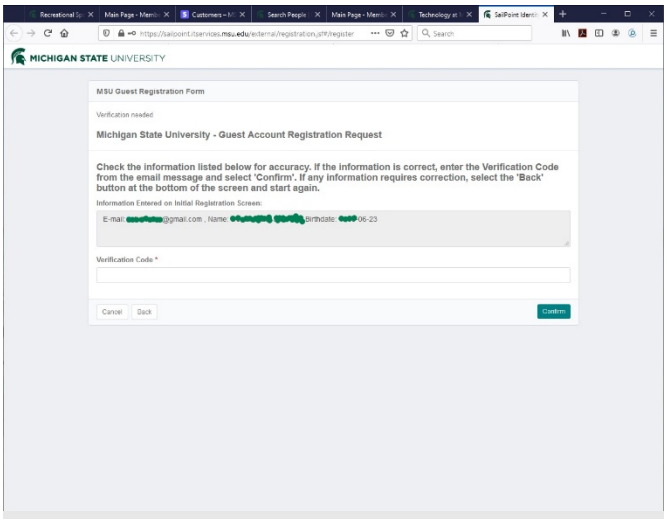
MSU Guest Account:



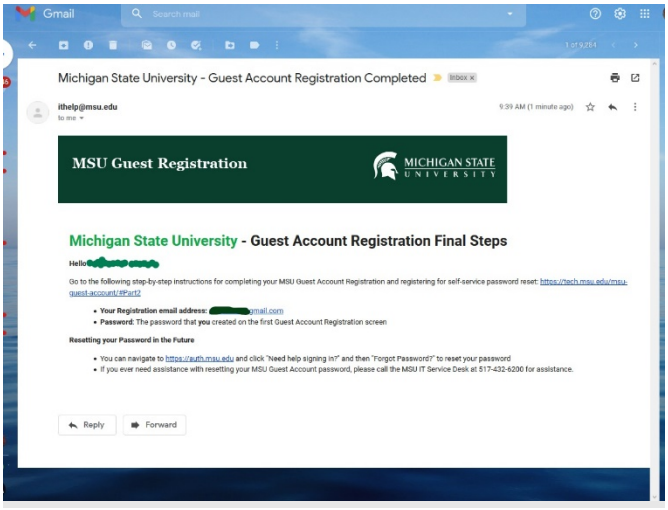
[MSU Guest pic1]



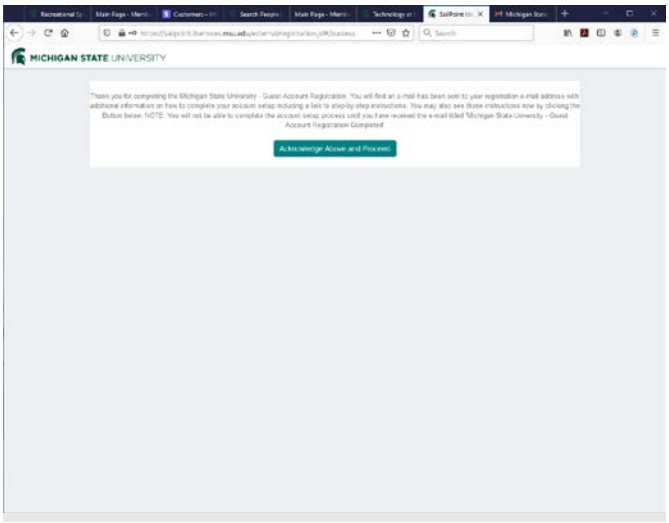
[MSU Guest pic2]



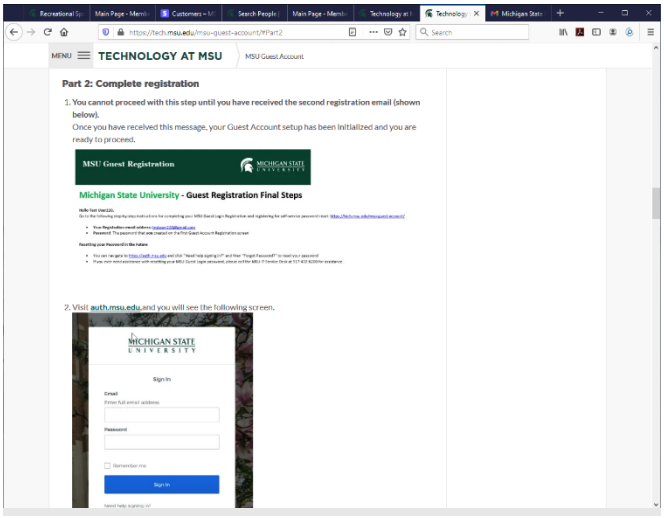
[MSU Guest pic3]



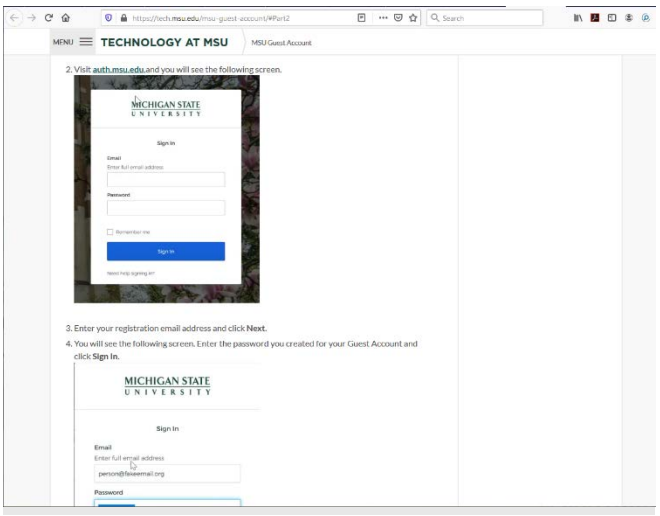
[MSU Guest pic4]



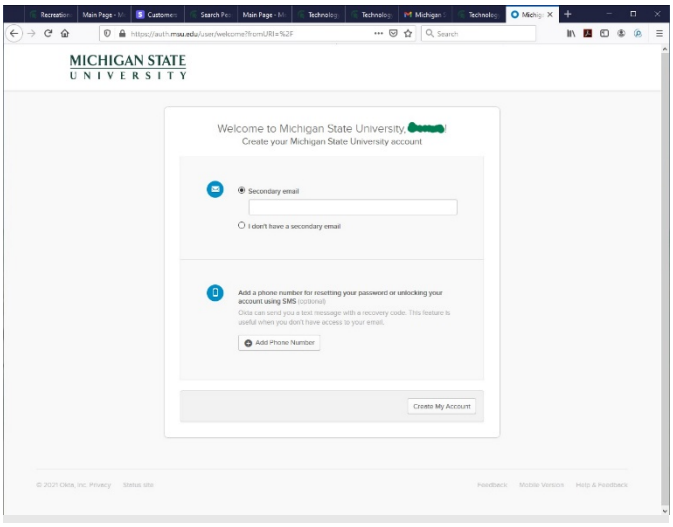
[MSU Guest pic4a]



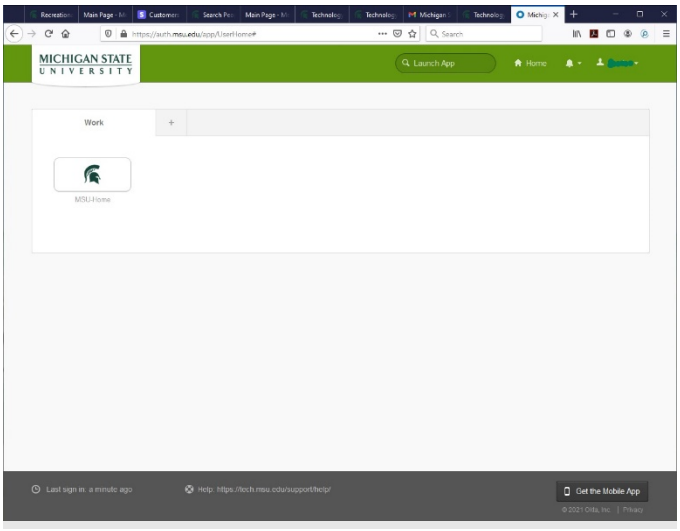
[MSU Guest pic5]



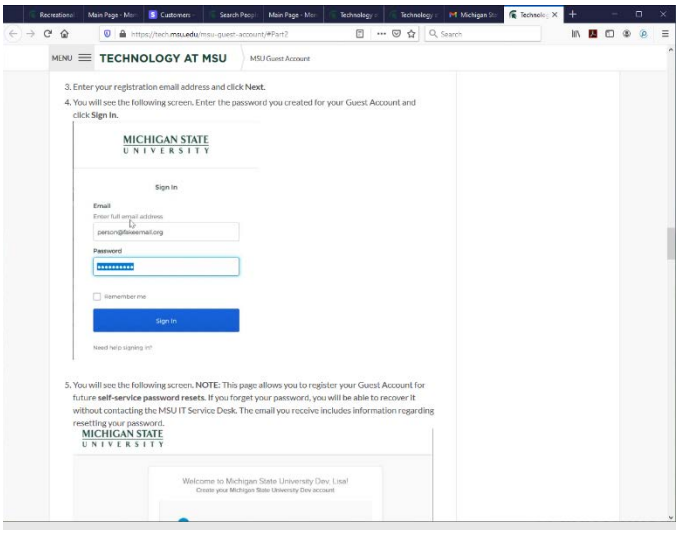
[MSU Guest pic6]



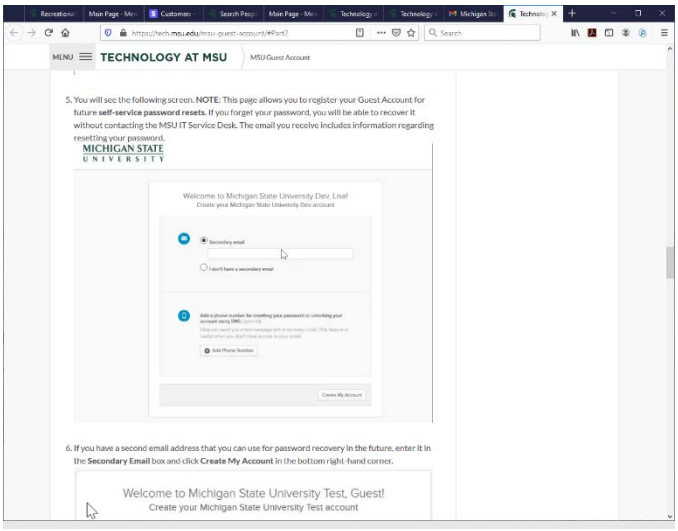
[MSU Guest pic7]



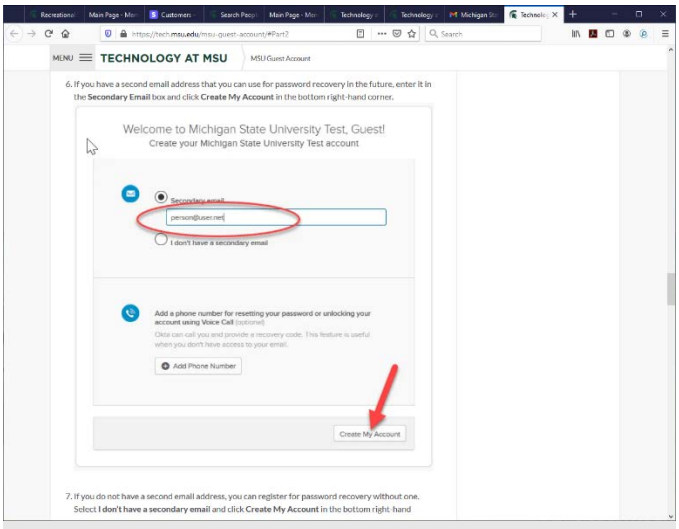
[MSU Guest pic8]



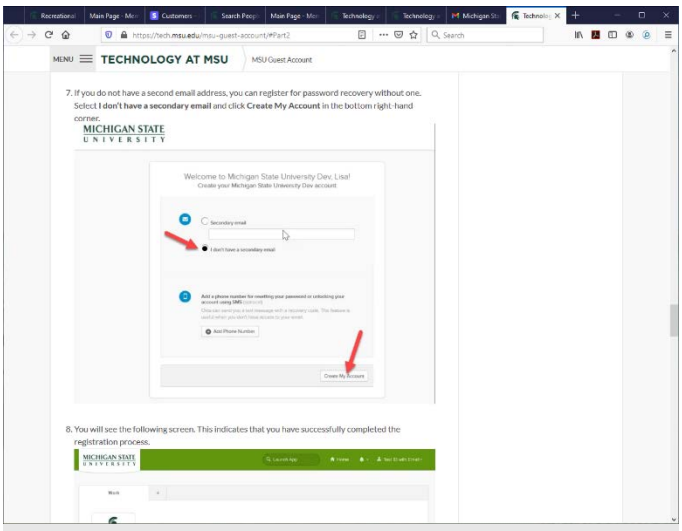
[MSU Guest pic9]



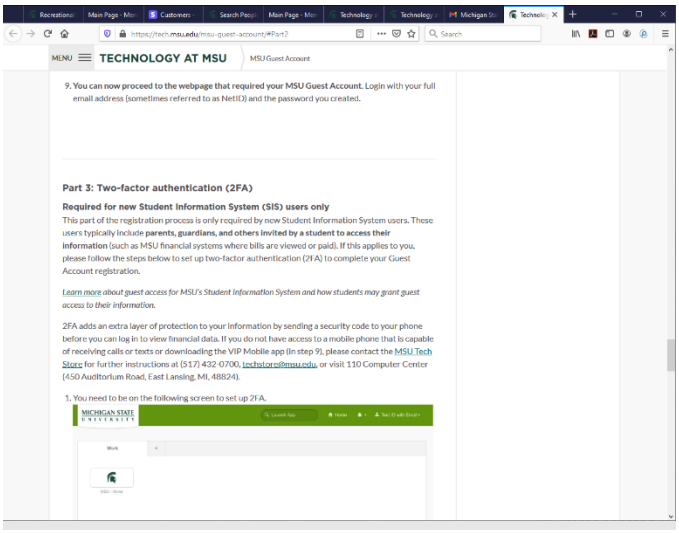
[MSU Guest pic10]



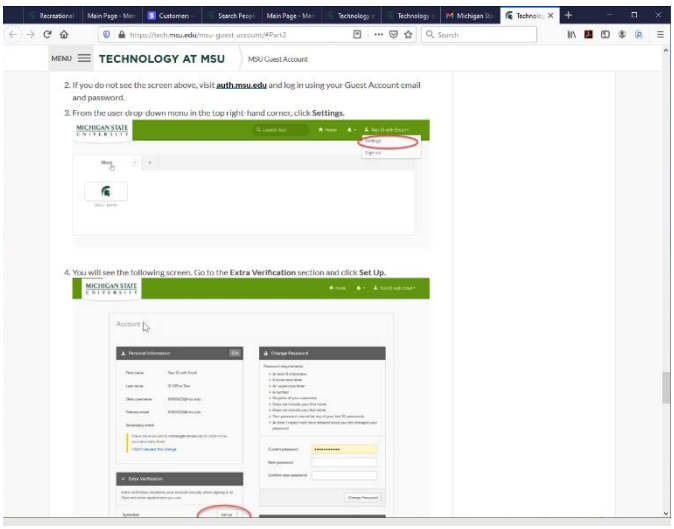
[MSU Guest pic11]



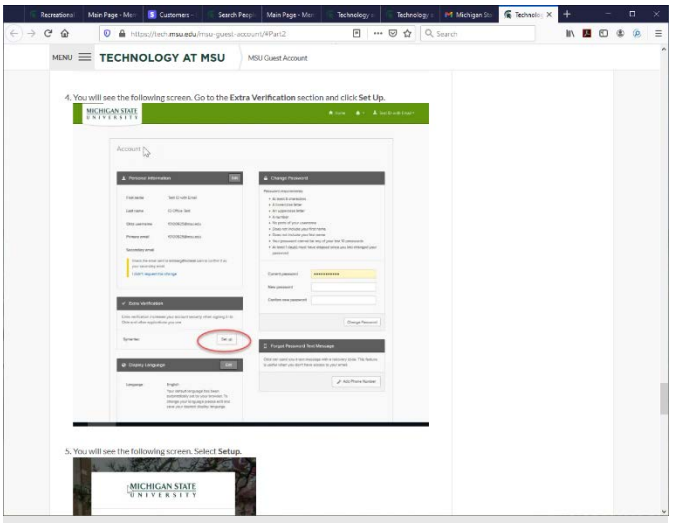
[MSU Guest pic12]



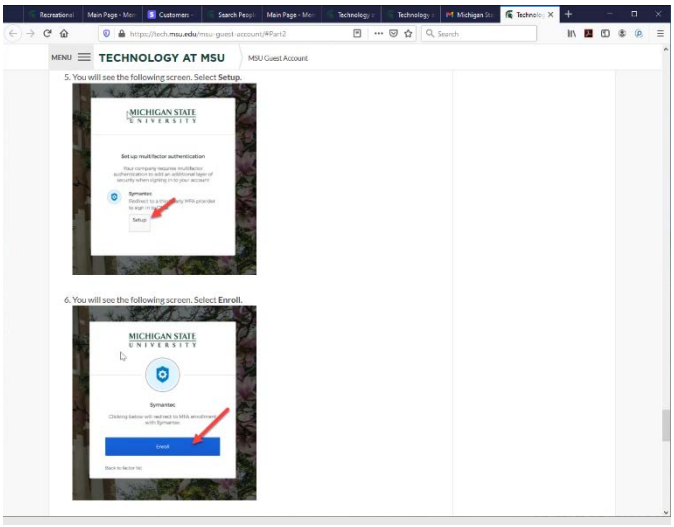
[MSU Guest pic13]



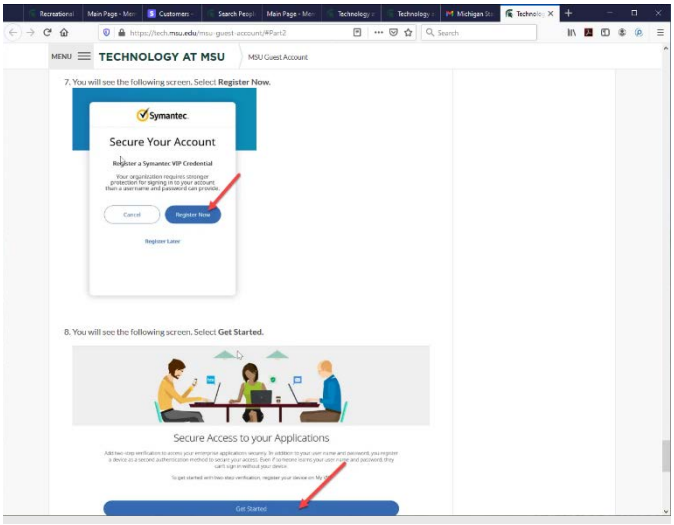
[MSU Guest pic14]



[MSU Guest pic15]

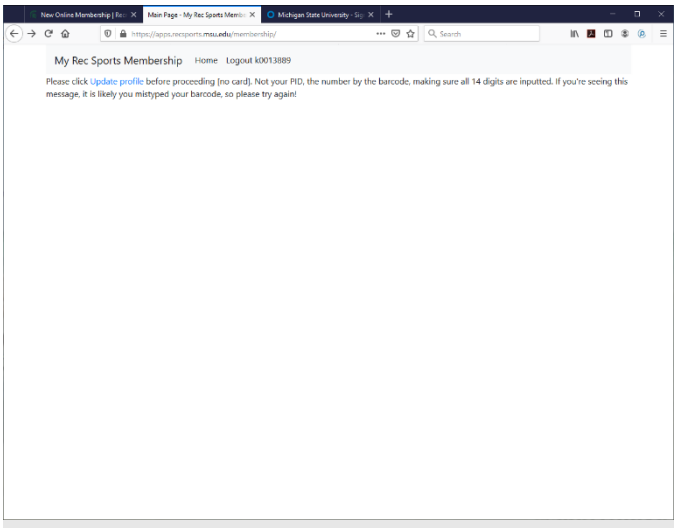


[MSU Guest pic16]

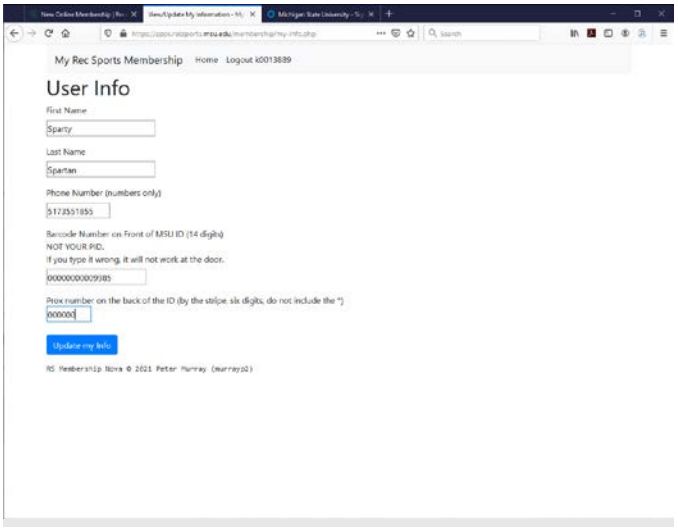


[MSU Guest pic17]

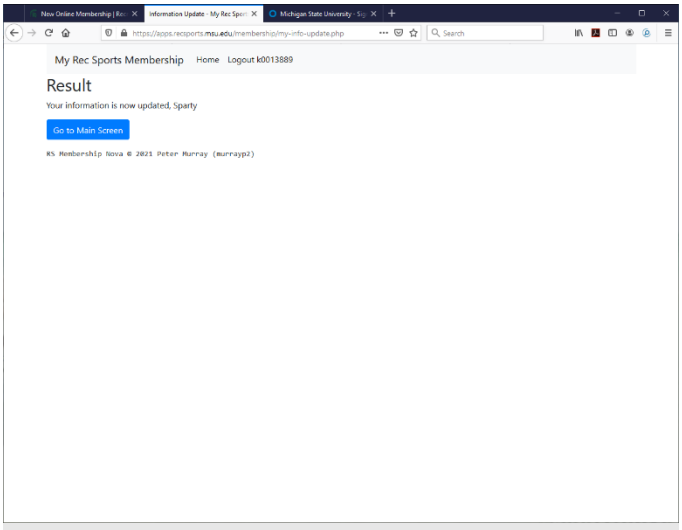
Rec Sports Membership :



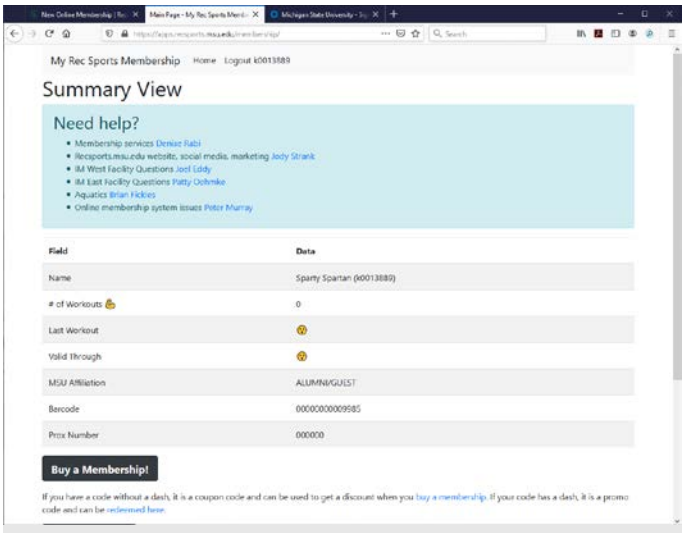
1.



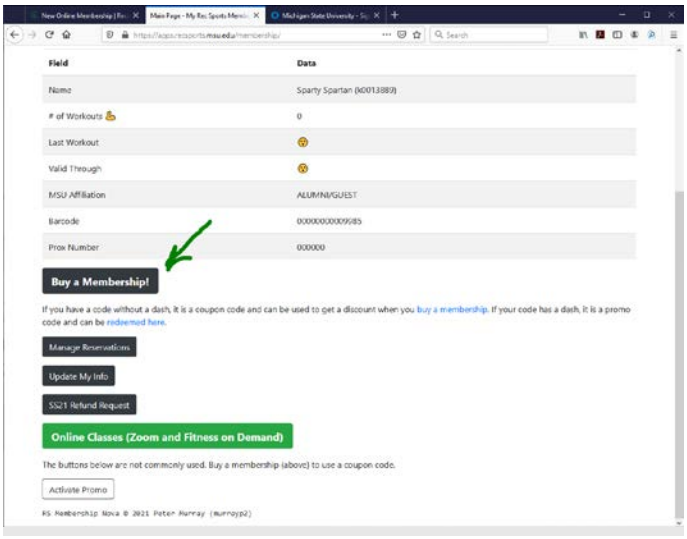
2.



3.


My Rec Sports Membership
Home
Logout k0013889
Summary View
Need help?
Membership services Denise Rabi
Recsports.msu.edu website, social media, marketing Jody Strank
IM West Facility Questions Joel Eddy
IM East Facility Questions Patty Oehmke
Aquatics Brian Fickies
Online membership system issues Peter Murray
Field
Data
Name
Sparty Spartan (k0013889)
# of Workouts
0
Last Workout
Valid Through
MSU Affiliation
ALUMNI/GUEST
Barcode
00000000009585
Prox Number
000000
Buy a Membership!
If you have a code without a dash, it is a coupon code and can be used to get a discount when you buy a membership. If your code has a dash, it is a promo code and can be redeemed here.

4.


Field
Data
Name
Sparty Spartan (k0013889)
# of Workouts
0
Last Workout
Valid Through
MSU Affiliation
ALUMNI/GUEST
Barcode
00000000009585
Prox Number
000000
Buy a Membership!
If you have a code without a dash, it is a coupon code and can be used to get a discount when you buy a membership. If your code has a dash, it is a promo code and can be redeemed here.
Manage Reservations
Update My Info
SS21 Refund Request
Online Classes (Zoom and Fitness on Demand)
The buttons below are not commonly used. Buy a membership (above) to use a coupon code.
Activate Promo
RS Membership Nova © 2021 Peter Murray (murroyp2)

5.