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 [<u>www.recsports.msu.edu</u>] to purchase the Membership. *Please be sure to read all the information as you go along and follow the prompts, accordingly*.

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

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

<u>3</u>: 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.

<u>4</u>: 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].

<u>5</u>: 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]. <u>6</u>: 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].

<u>7</u>: Visit <u>https://auth.msu.edu</u> 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.

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

<u>9</u>: Enter your information under User Info (* all fields required*):

•<u>Barcode Number</u>: **0000000009985** - if you *do not* have a Michigan State University Spartan Card, use these numbers. If you have a Spartan Card with a Barcode, but <u>no</u> Prox number, use the Barcode # from your Spartan Card and then type in the Prox # from below....

•<u>Prox Number</u>: **000000** [Process2] - if you *do not* have an MSU Spartan Card use these numbers. If you have a Spartan Card with a Barcode, but <u>no</u> 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.

<u>10</u>: 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!

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



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2. You will see the following Guest Account requ	est torm.	
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 MSU Guest Registration Form Michigan State University - Guest Account Registration Request Check the information listed below for accuracy. If the information is correct, enter the Verification Code from the email message and select 'Confirm'. If any information requires correction, select the 'Back' button at the bottom of the screen and start again. Information Entered on Initial Registration Screen: E-mait encoders gymail.com , Name: Charles & Conto, Birlindate: Cont 06-23 Verification Code* Cancel Back Contrm [MSU Guest pic3] Michigan State University - Guest Account Registration Completed 🔉 🔤 9.39 AM (1 minute ago) 🟠 🔦 🗄 ithelp@msu.edu MSU Guest Registration Michigan State University - Guest Account Registration Final Steps Hello o the following step-by-step instructions for completing your MBU Quest. Account Registration and registrating for self-service password reset: <u>https://bech.ms</u> 1.4/000/11/EPurt2 Resetting your Password in the Future You can navigate to https://arth.msu.edu ind click: "Need help signing in?" and then "Forgot Password?" to reset your password
 If you ever need assistance with resetting your MSU Guest Account password, please call the MSU IT Service Desk at \$17-432-6200 for assistance. ← Reply → Forward [MSU Guest pic4]











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