

If you are a brand-new user who has never logged into beSocratic before, please follow the instructions in Section 1: New-User, and Section 2: Logging in to beSocratic.

## Section 1: New-User

### Part 1: Initial Set Up

- A. Click or copy and paste this link to begin the Guest Account registration process  
<https://sailpoint.itservices.msu.edu/external/registration.jsf#/register>
- B. You will see the following Guest Account request form. Where it says to fill out your Registration Email (personal, non-MSU email) **you MUST use your university email address. DO NOT use a personal email (i.e. do not use gmail, hotmail, etc.).** Fill out the information and select register on the bottom right corner.  
**You will be sent a verification code to the email you entered.**

MSU Guest Registration Form

Michigan State University - Guest Account Registration Request

Registration Email (personal, non-MSU email) \*

JaneDoe@msu.edu

You will receive an email message to the email address you provide which will contain information required on the next registration page.

Please fill in all of the additional fields listed below and then select 'Register' in the bottom right-hand corner.

First Name \*

Jane

Last Name \*

Doe

Date of Birth \*

mm/dd/yyyy

Password \*

\*\*\*\*\*

Your password should contain at least 8 characters including a lowercase letter, uppercase letter, and a number. It should not contain parts of your name or email address.

Confirm Password \*

\*\*\*\*\*

☒ MSU Statement of Acceptable Use \*

By checking this box you agree to the MSU Statement of Acceptable Use which can be found at: <https://tech.msu.edu/about/guidelines-policies/aup/>

Personal Information

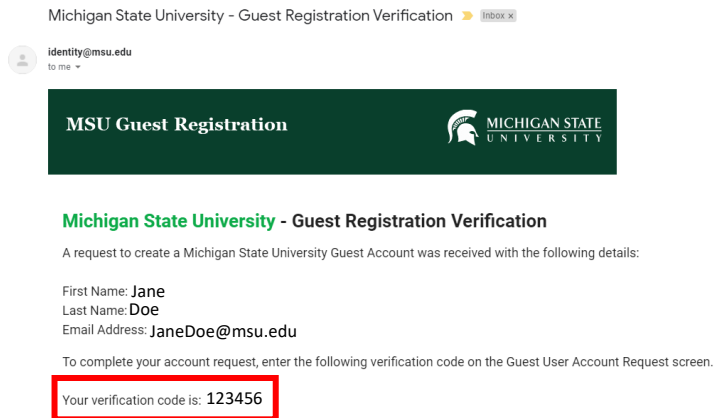
Disclaimer: We collect data that you provide to us in order to validate your identity during future interactions as well to help us to deliver and improve our services. We will process your personal information in accordance with our obligations under applicable data protection laws and

Cancel

Register

- C. Once you click register, go to the email inbox you used to create your account and look for the message with the subject “Michigan State University – Guest Registration Verification”. An example email is shown below. This is the first of the two registration emails you will receive during this process.

Copy the verification code from the email to enter back in the browser window where you registered the account. If you do not see the email message, check your junk mail.



- D. Copy the verification code from the email, enter it on the guest registration screen as indicated below, and click Confirm.

The screenshot shows the "MSU Guest Registration Form". It includes a "Verification needed" section with the title "Michigan State University - Guest User Account Request". The "Registration Email (personal, non-MSU email)" field contains "JaneDoe@msu.edu". Below this is a "CommunityID Users" section with an important note. The main section is titled "Check the information listed below for accuracy. If the information is correct, enter the Verification Code from the email message and select 'Confirm'." It contains fields for "First Name" (Jane), "Last Name" (Doe), and "Date of Birth" (mm/dd/yyyy). The "Verification Code" field contains "123456" and is circled in red. Below this is a checkbox for "MSU Statement of Acceptable Use" which is checked. At the bottom, there are "Cancel", "Back", and "Confirm" buttons. A red arrow points to the "Confirm" button.

E. Once you click confirm the following screen will appear:

Thank you for completing the Michigan State University - Guest Account Registration. You will find an e-mail has been sent to your registration e-mail address with additional information on how to complete your account setup including a link to step-by-step instructions. You may also see those instructions now by clicking the Button below. NOTE: You will not be able to complete the account setup process until you have received the e-mail titled "Michigan State University - Guest Account Registration Completed"

Acknowledge Above and Proceed

F. Click Acknowledge Above and Proceed and you will be sent a second email.

**NOTE: this second email sometimes takes a few minutes to send so please be patient**  
Once you have received this email message, your Guest Account setup has been initialized and you are ready to proceed to Part 2 of the instructions.

MSU Guest Registration



## Michigan State University - Guest Account Registration Final Steps

Hello Demo Student

Go to the following step-by-step instructions for completing your MSU Guest Account Registration and registering for self-service password reset: <https://tech.msu.edu/msu-guest-account/#Part2>

- Your Registration email address: JaneDoe@msu.edu
- Password: The password that you created on the first Guest Account Registration screen

### Resetting your Password in the Future

- You can navigate to <https://auth.msu.edu> and 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 517-432-6200 for assistance.

## Part 2: Recovery Email

This is a section to set up a recovery email. If you forget your password, you will be able to recover it without contacting the MSU IT Service Desk.

A. Visit [auth.msu.edu](https://auth.msu.edu) and you will see the following screen. Enter your Registration email address and password and click Sign In.

A screenshot of the Michigan State University Sign In page. At the top is the MSU logo. Below it is the heading "Sign In". There are two input fields: "Email" with the placeholder "Enter full email address" and "Password". Below the password field is a checkbox labeled "Remember me". At the bottom is a blue "Sign In" button. Below the button is a link that says "Need help signing in?". The entire form is centered on a white background with a decorative floral border on the sides.

- B. You will see the following screen. Here you will have three options to register your Guest Account for future self-service password resets. If you forget your password, you will be able to recover it without contacting the MSU IT Service Desk.

MICHIGAN STATE UNIVERSITY

Welcome to Michigan State University Dev, Lisa!  
Create your Michigan State University Dev account

Option 1 → Secondary email

Option 2 → I don't have a secondary email

Option 3 → Add a phone number for resetting your password or unlocking your account using SMS (optional)  
Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

Add Phone Number

Create My Account

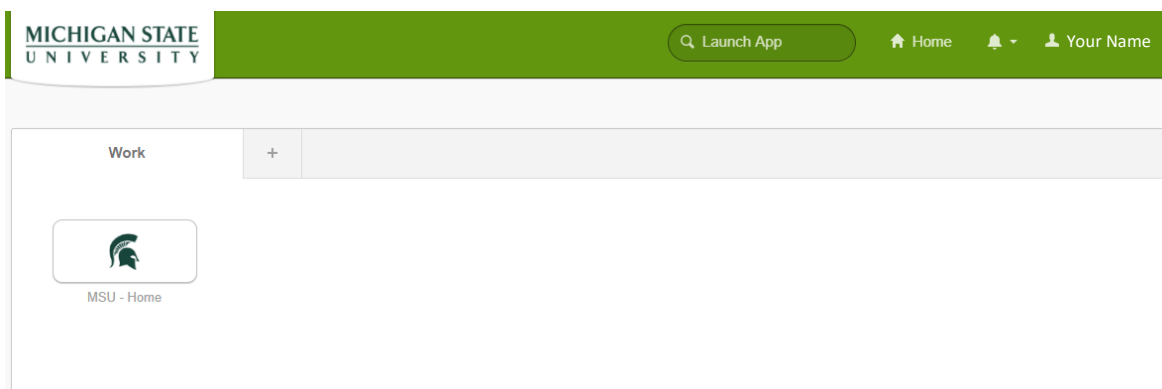
Option 1: If you have a second email address that you can use for password recovery in the future, enter it in the Secondary Email box and click Create My Account in the bottom right-hand corner.

Option 2: If you do not have a second email address, you can register for password recovery without one. Select I don't have a secondary email and click Create My Account in the bottom right-hand corner.

Option 3: If you would like to use texting SMS, you can register for password recovery with your phone number. Select Add Phone Number and click Create My Account in the bottom right-hand corner.

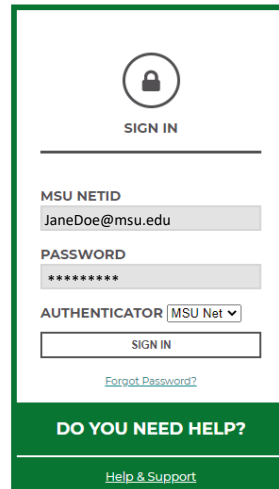
- C. You will see the screen below. This indicates that you have successfully completed the registration process.

You can now proceed to Section 2: Logging in to besocratic.

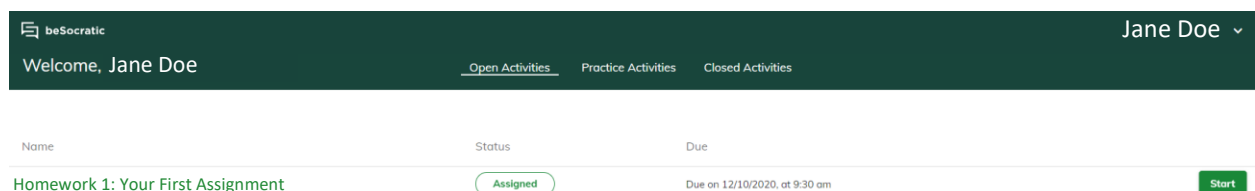


## Section 2: Logging in to beSocratic

- A. Now you are ready to log in to beSocratic. Using your laptop, open a new **Google Chrome** or **Safari** browser window and type in [besocratic.com](https://besocratic.com).  
Do not use a cell phone and do not use another browser or besocratic will not work properly.
- B. Type your full institution email address and password (the email address you just used in the registration in Section 1) and click Sign In.

The image shows a login form for beSocratic. At the top is a lock icon and the text "SIGN IN". Below this is a horizontal line. The form contains three input fields: "MSU NETID" with the example "JaneDoe@msu.edu", "PASSWORD" with masked characters "\*\*\*\*\*", and "AUTHENTICATOR" with a dropdown menu showing "MSU Net". Below these fields is a "SIGN IN" button. A link for "Forgot Password?" is located below the button. At the bottom of the form is a green bar with the text "DO YOU NEED HELP?" and a link for "Help & Support".

- C. Once signed in you will see the following screen:

The image shows the beSocratic user interface after a successful login. The top header is dark green with the beSocratic logo on the left, the user's name "Jane Doe" with a dropdown arrow on the right, and a welcome message "Welcome, Jane Doe". Below the header are three tabs: "Open Activities", "Practice Activities", and "Closed Activities". The "Open Activities" tab is active. Below the tabs is a table with three columns: "Name", "Status", and "Due". The first row shows "Homework 1: Your First Assignment" with a status of "Assigned" (in a green pill) and a due date of "Due on 12/10/2020, at 9:30 am". A green "Start" button is located to the right of the due date.

- D. Throughout the semester your assignments will appear under "Open Activities". Click "Start" to access the activity. You can leave the site at any time and your work will be saved and you can pick back up where you left off by logging in and clicking "Resume".
- E. Once you get to the end of the activity, click "Complete" and your responses will be submitted. Your activity will appear under the "Closed Activities" tab. Once you click "Complete", you will not have another the opportunity to submit for credit so make sure your responses reflect your best effort when you click "Complete".

If at any point you have issues with assignments or logging in please contact your instructor for support

## Section 2: Forgotten password

### Part 1: So you forgot your password?

- A. If you forgot your password for the besocratic website **DO NOT CLICK FORGOT PASSWORD.**

Please go to [auth.msu.edu](https://auth.msu.edu) instead.

MICHIGAN STATE UNIVERSITY

Search

**SIGN IN**

MSU NETID  
Janedoe@msu.edu

PASSWORD  
\*\*\*\*\*

AUTHENTICATOR MSU Net

SIGN IN

[Forgot Password?](#)

**DO YOU NEED HELP?**

[Help & Support](#)

MICHIGAN STATE UNIVERSITY

Call us: (517) 432-6200 | [Contact Information](#) | [Privacy Statement](#) | [Site Accessibility](#)  
Call MSU: (517) 355-1855 | Visit: [msu.edu](https://msu.edu) | MSU is an affirmative-action, equal-opportunity employer.  
SPARTANS WILL. | © Michigan State University

Go to this link  
instead

[auth.msu.edu](https://auth.msu.edu)

- B. When on the [auth.msu.edu](https://auth.msu.edu) website select Need Help Signing in? and then select Forgot Password?

MICHIGAN STATE UNIVERSITY

**Sign In**

Email  
Enter full email address

Password

☐ Remember me

**Sign In**

[Need help signing in?](#)

And then  
click here

MICHIGAN STATE UNIVERSITY

**Sign In**

Email  
Enter full email address

Password

☐ Remember me

**Sign In**

Need help signing in?

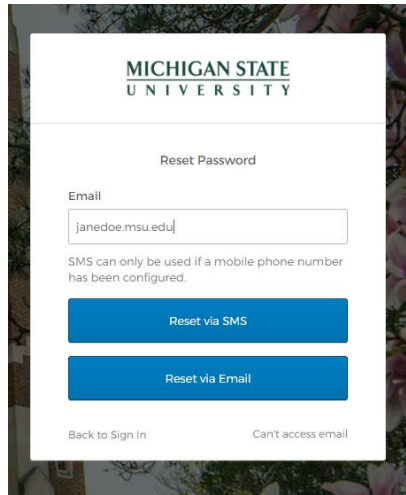
[Forgot password?](#)

[Unlock account?](#)

Service Status

MSU IT Help Desk

- C. Once you click “forgot password”, type in the email you use for beSocratic (this should be your school email). Then click “Reset Via Email”.



The screenshot shows the Michigan State University password reset interface. At the top is the MSU logo. Below it, the heading "Reset Password" is centered. There is an "Email" label above a text input field containing "janedoe.msu.edu". A note states: "SMS can only be used if a mobile phone number has been configured." Below this are two blue buttons: "Reset via SMS" and "Reset via Email". At the bottom, there are two links: "Back to Sign In" and "Can't access email".

- D. Once you click “Reset Via Email” go to the email inbox you used in step C and look for the message from Okta (noreply@okta.com) with the subject “**Account password reset**”. An example email is shown below. If you do not see the email message, check your junk mail. Click “**Reset Password**” in the email

From: Okta <noreply@okta.com>  
Sent: Monday, January 4, 2021 2:07 PM  
To: JaneDoe@msu.edu  
Cc:  
Subject: Account password reset



Michigan State University - MSU Password Reset Requested

Hi Jane,

A password reset request was made for your MSU account. If you did not make this request, please contact the [MSU Service Desk](#) immediately.

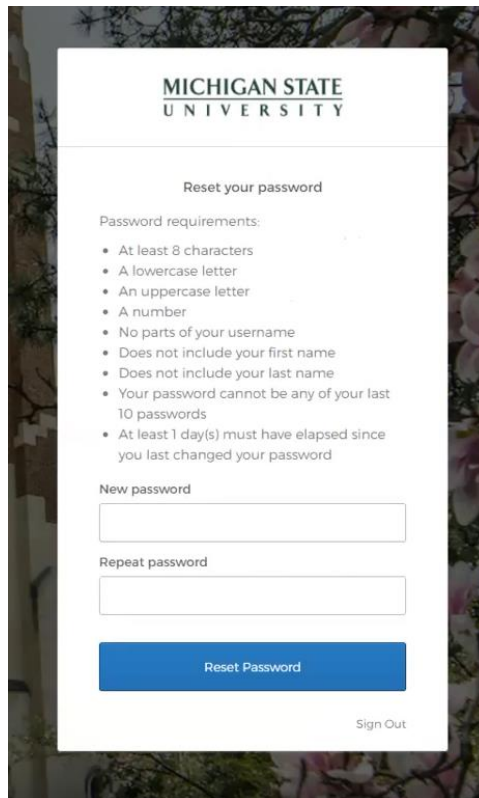
Click this link to reset the password for JaneDoe@msu.edu

Click here

Reset Password

This link expires in 1 day.

- E. You will then be sent to this screen to reset your password. Follow the instructions to create a new password for your account and click “Reset Password” when you are finished.



The image shows a mobile app screen for resetting a password. At the top is the Michigan State University logo. Below it is the heading "Reset your password". A section titled "Password requirements:" lists several rules: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of the username, no first or last name, not one of the last 10 passwords, and at least 1 day since the last change. Below the requirements are two input fields: "New password" and "Repeat password". A blue "Reset Password" button is at the bottom, with a "Sign Out" link to its right.

MICHIGAN STATE  
UNIVERSITY

Reset your password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 10 passwords
- At least 1 day(s) must have elapsed since you last changed your password

New password

Repeat password

Reset Password

Sign Out

- F. You will see the screen below. This indicates that you have successfully completed the password reset process.

You can now go back up to **Section 2: Logging in to besocratic.**

