

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) *

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 *

Last Name *

Date of Birth *

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 *

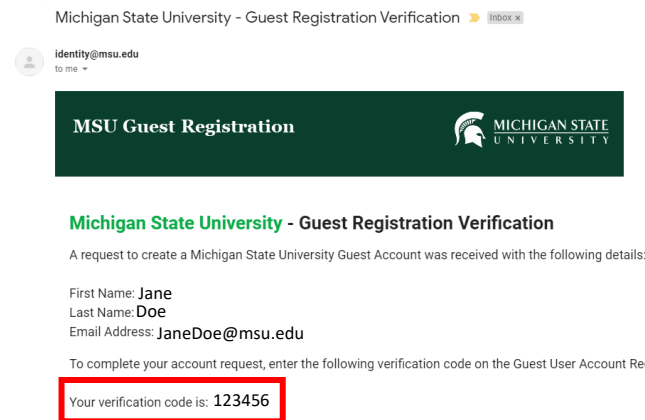
By checking this box you agree to the MSU Statement of Acceptable Use which can be found at: <https://tech.msu.edu/about/guidelines-policies/aup/>

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

- 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" with the following fields and instructions:

Verification needed

Michigan State University - Guest User Account 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.

CommunityID Users

IMPORTANT: If you have registered for a Community ID in the past, you MUST register your Community ID email address with your new MSU Guest Account to transfer any saved information.

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.

First Name *
Jane

Last Name *
Doe

Date of Birth *
mm/dd/yyyy

Verification Code *
123456

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 regulations.

Buttons: Cancel, Back, Confirm

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.

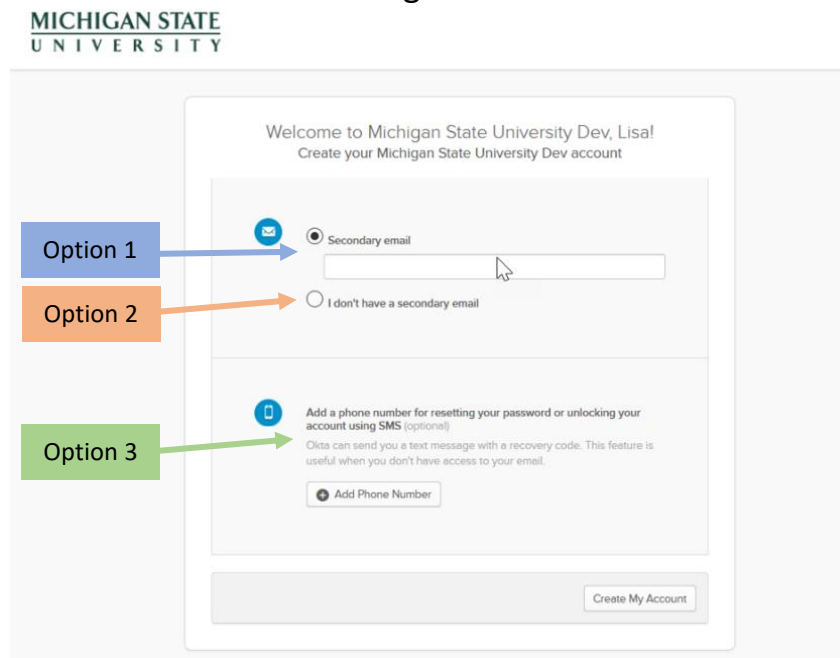
Part 2: Recovery Email

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 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. The page features the MSU logo at the top, followed by the text "Sign In". Below this, there are two input fields: "Email" with the placeholder text "Enter full email address" and "Password". A "Remember me" checkbox is located below the password field. At the bottom of the form is a blue "Sign In" button. Below the button, there is a link that says "Need help signing in?".

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.



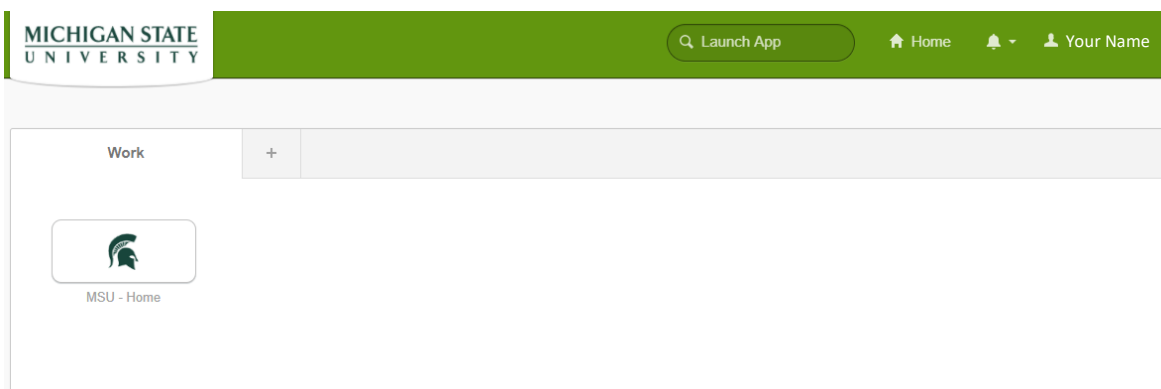
Option 1: If you have a second email address that you can use for password recovery in the future, enter it in the Secondary Email box and click Create My Account in the bottom right-hand corner.

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.

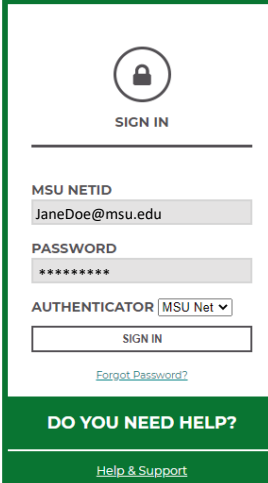
C. You will see the screen below. This indicates that you have successfully completed the registration process.

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

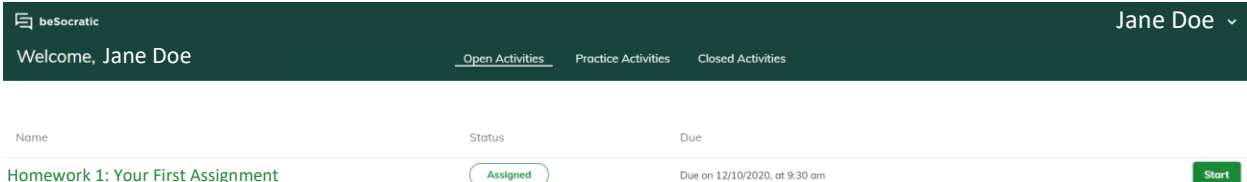


Section 2: Logging in to beSocratic

- 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.
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.



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



- 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".

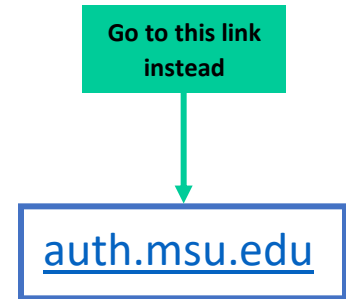
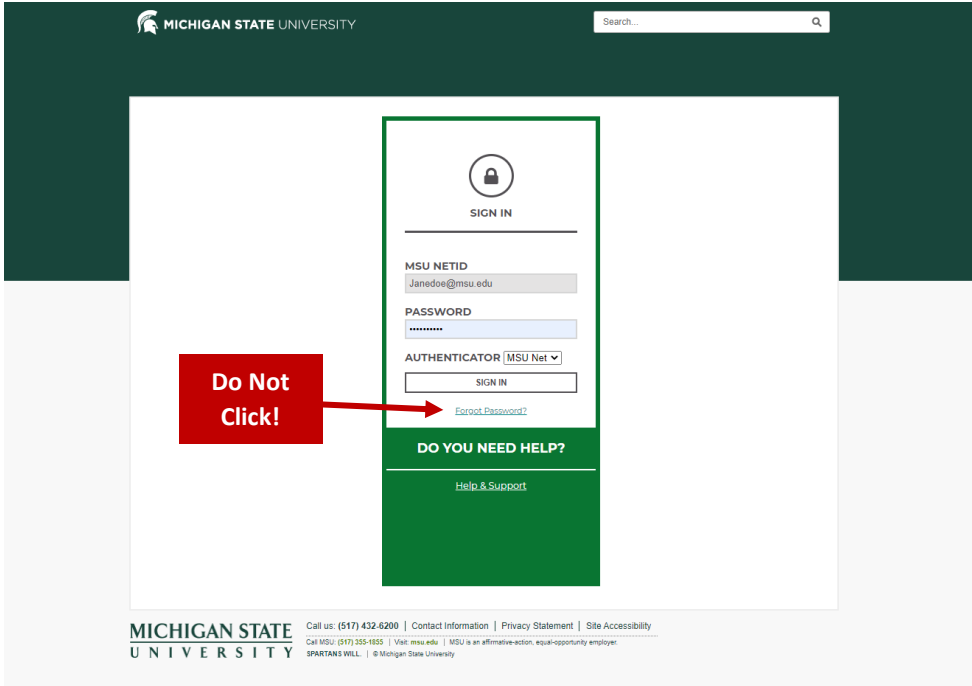
If at any point you have issues with assignments or logging in please contact your instructor for support

Section 2: Forgotten password

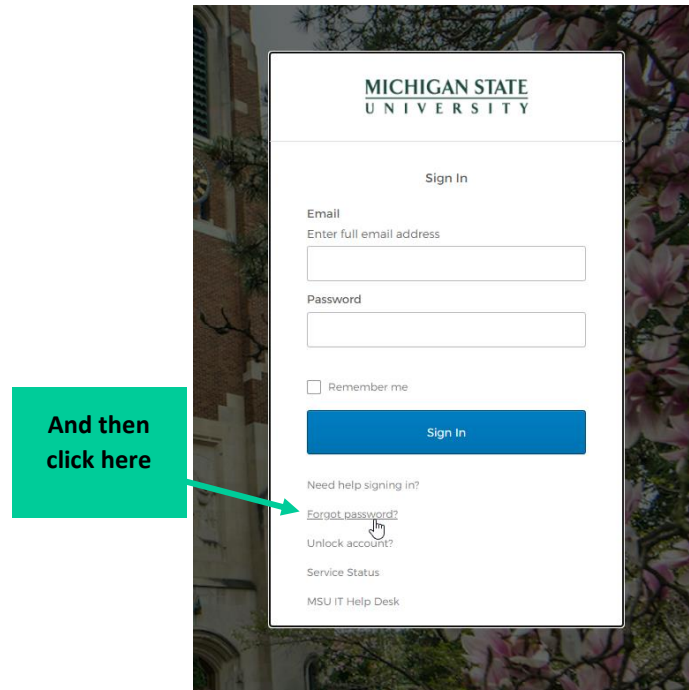
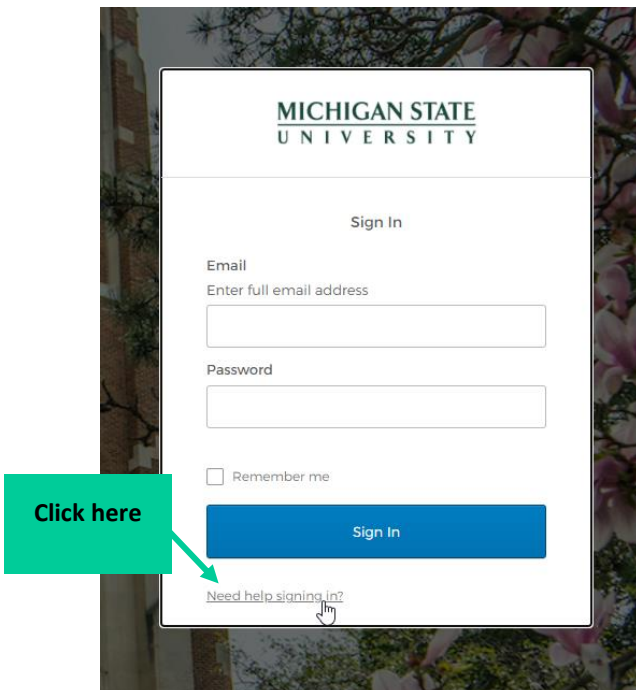
Part 1: So you forgot your password?

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

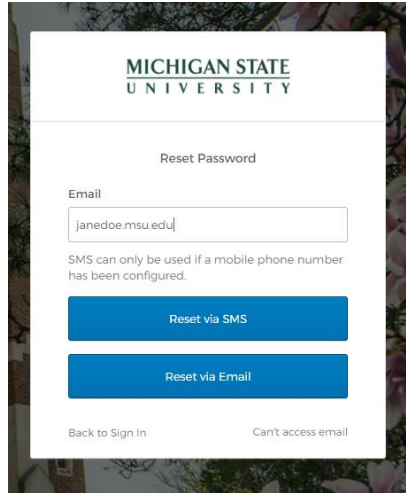
Please go to auth.msu.edu instead.



- B. When on the auth.msu.edu website select Need Help Signing in? and then select Forgot Password?



- 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”.



- 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.

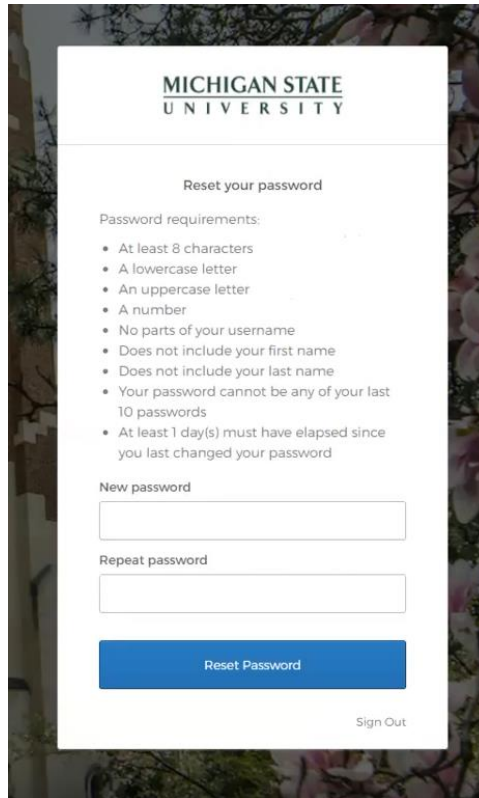
Click this link to reset the password for [JaneDoe@msu.edu](#)

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 screenshot shows a mobile application interface for password reset. At the top, the Michigan State University logo is displayed. Below it, the heading "Reset your password" is centered. A section titled "Password requirements:" lists several criteria: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of the username, no first or last name, and not being one of the last 10 passwords used, with a 1-day cooldown period. Below the requirements are two input fields: "New password" and "Repeat password". A blue "Reset Password" button is positioned below the second field. In the bottom right corner, there is a "Sign Out" link.

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.**

