How to Re-register Your MSU ID to a Sharp Multifunction Device

1) Enter your MSU NetID and password or swipe your MSU ID Card along the sticker that says “Swipe your Card Here”.
2) The Card Association screen will come up.
3) Press the empty field to the right of Username.

4) Type in your NetID (same username you use for Webmail). Use the keyboard hidden under the touchscreen to quickly enter this information, then tap OK on the screen.
5) Press the empty field to the right of the password label.

6) Enter in your NetID password (same password you use for Webmail) and tap OK.
7) If you have registered your ID card successfully, you will see a pop-up window saying that “Your card has been registered successfully”. Logout when you are finished by tapping logout in the top right hand corner of the touch panel or by pressing the physical logout button (circled in orange).