

Spartan Card – Virtual Card Download Instructions & Obtaining a Physical Card

The MSU Spartan Card serves as an identification card for faculty, staff, students, and retirees, and distinguishes the owner as a member of the MSU community. The Spartan Card also serve as an electronic key card providing access to some buildings and parking gates, MSU Library services, Spartan Cash, admittance to athletic events, and dining plans.

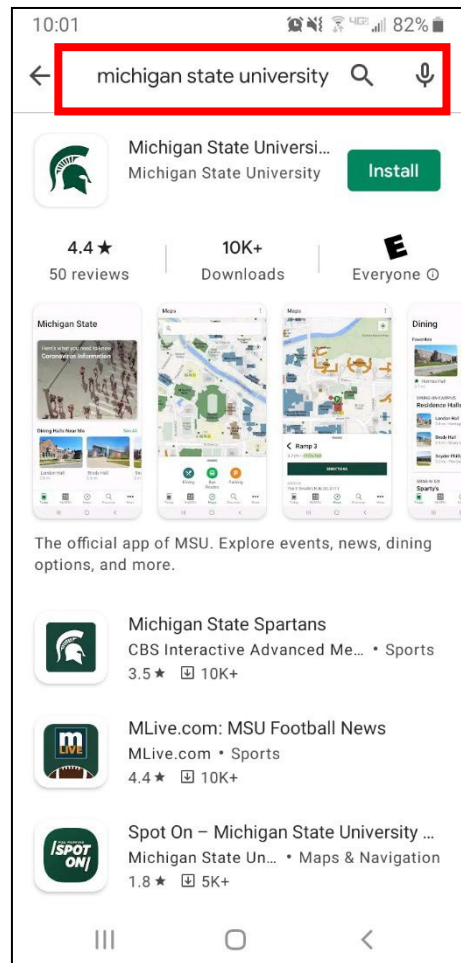
The following will help eligible members of the MSU community download a virtual Spartan Card through the MSU App and/or obtain a physical Spartan Card through the MSU ID Office.

Virtual Spartan Card Download Instructions

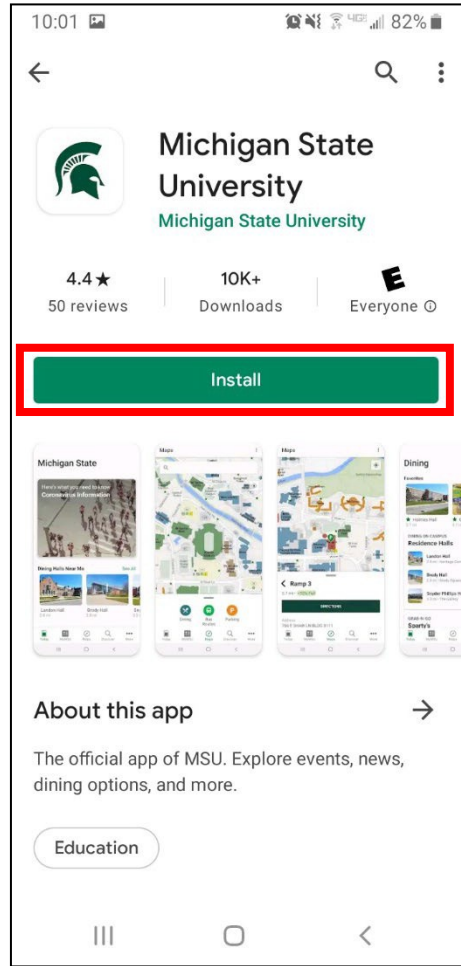
Step 1 – Access the MSU Application either through the Google Play Store for Android devices or Apple App Store for iPhone or other Apple devices.



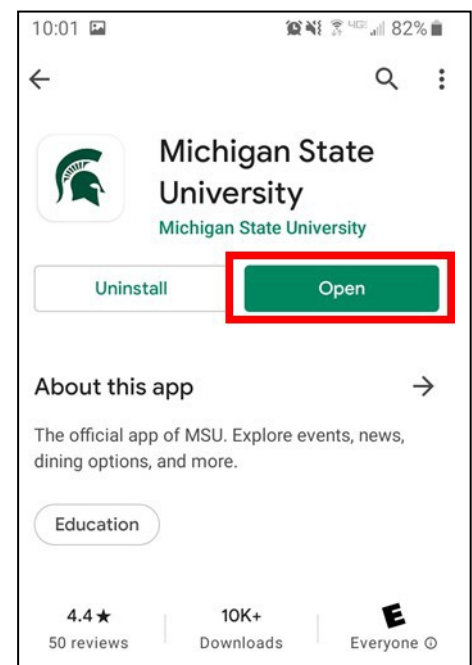
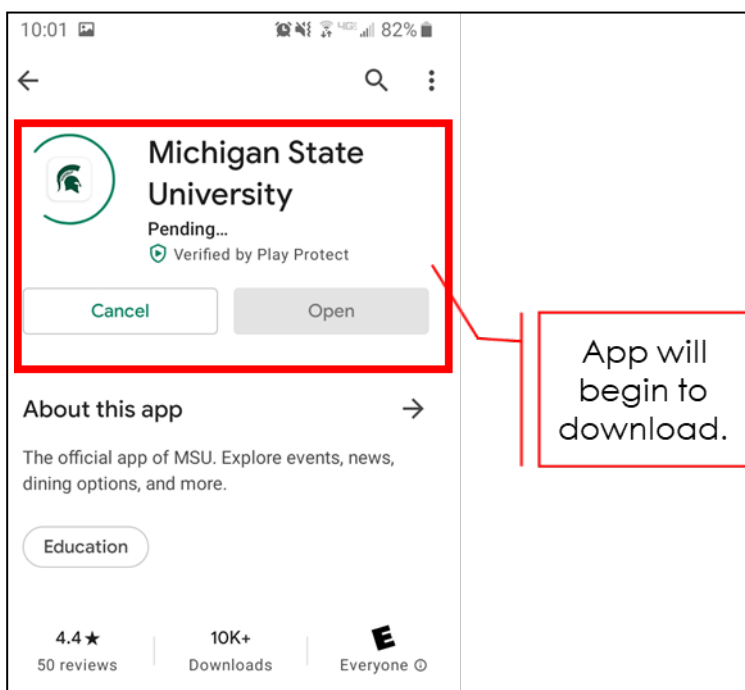
Step 2 – Use the search function to find the MSU App by typing “Michigan State University” into the search bar.



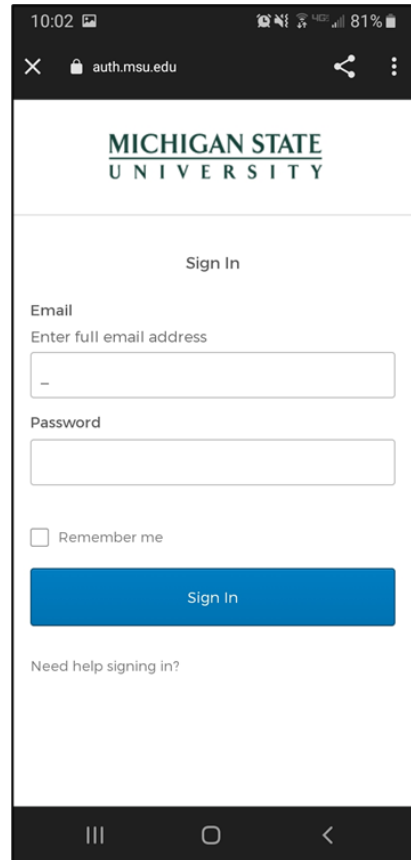
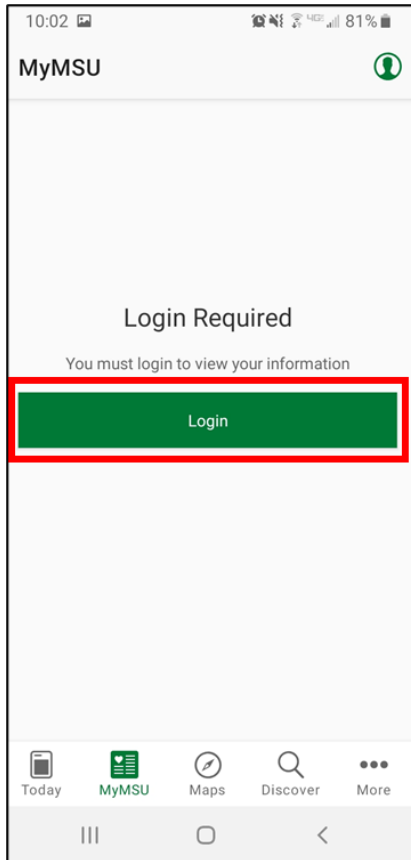
Step 3 – Select the Michigan State University App and click on the install button to install the App on the desired device.



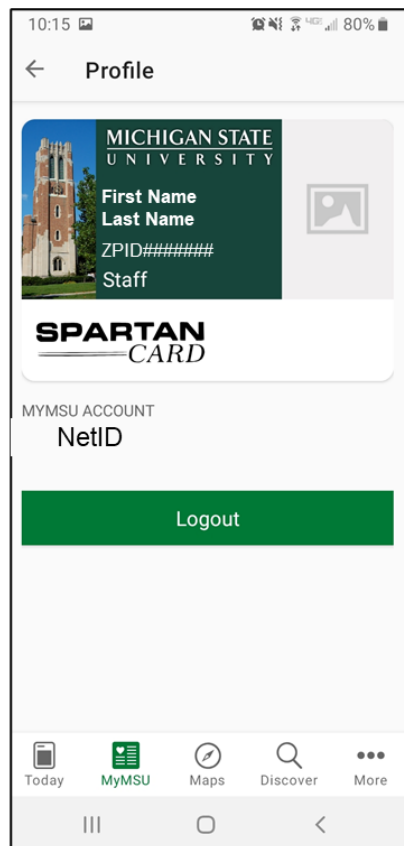
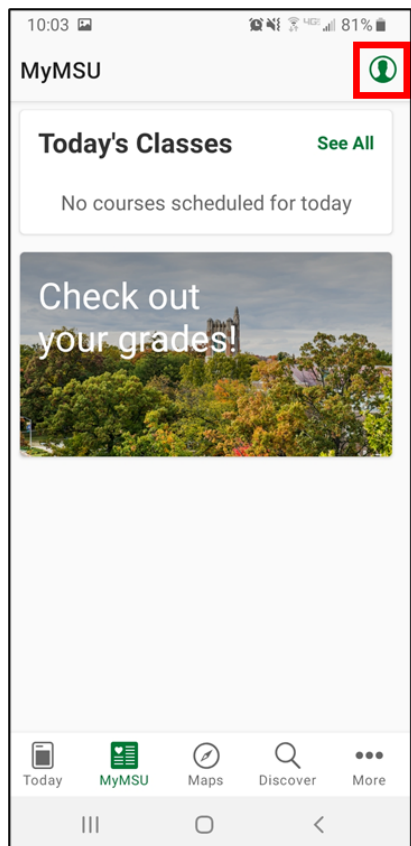
Step 4 – The App will be installed on the desired device and when download is complete the “Open” button will now be active and turn from grey to green. Click the “Open” to open the App on the selected device.



- **Step 5** – You will be required to login using your MSU login credentials. Click on the green login button. Enter your MSU NetID and Password to login.



- **Step 6** – To view Spartan Card click on the profile icon in the top right corner.



Obtaining a Physical Spartan Card with Picture

Visit the ID Office and present a government issued photo ID (US driver's license, passport, state ID or military ID). Your Spartan Card is valid throughout your entire career at MSU. Your first Spartan Card is issued to you at no cost. Replacement cards are \$10.00, payable by cash or check.

ID Office Hours of Operation: Monday - Friday from 8 am - 4:45 pm (please check website for current hours).

The office is conveniently located in the International Center:

MSU ID Office
427 N. Shaw Lane
Room 170
East Lansing, MI 48824
(517) 355-4500

idooffice@msu.edu

<https://idooffice.msu.edu/index.html>