



Register for a UPS ShipExec Account

Overview: This job aid demonstrates how to register for UPS ShipExec, MSU's desktop shipping application with UPS.

1. Navigate to [UPS ShipExec](#) in a web browser.
2. Select the **Register User** link.



The screenshot shows a 'Login' form with an 'Email' input field, a 'Register User' link circled in red, and a blue 'Next' button.

3. Complete the registration form.
 - a. You must use your MSU email address, as this is how Mail Services will verify your status as an MSU employee.
 - b. Enter the MSU registration key: **88a7a460-232a-4ebd-a52f-e34e111b7e67**.
 - c. Click the blue **Register** button.

The screenshot shows the 'Register User' form with three orange arrows pointing to the email field (containing 'sparty@msu.edu'), the registration key field (containing '88a7a460-232a-4ebd-a52f-e34e111b7e67'), and the blue 'Register' button. There is also a 'Comments' field and a 'Back to Log In' link.

4. Mail Services will finalize the registration and notify users of approval via email.