MSU Billings Web Registration Instructions

MSU Billings Home Page – www.msubillings.edu

1. Click on myInfo Login (Located in lower left-hand corner of home page)

2. Click on Enter Secure Area

3. Enter your Student ID # (including the dash in the front) in the User ID box

4. Enter your PIN – Your birth date (ddmmyyyy ex. 01jan1990) or your own code; Click Login

5. Select Student Information to Register for Classes
   Select Financial Information to view status of aid package
   Select Personal Information to change your contact information, email address, or login PIN
   * It is very important that your EMAIL ADDRESS is up to date in your student account.

6. Select Registration to register for classes
   Select Student Records to view holds, account summary, web bill or transcripts (when available)

7. Select Add/Drop Classes

8. Select Term you are registering for
   (Continued on back)
9. If you wish to enroll in the student insurance plan, select **Elect Insurance**. If you wish to decline the student insurance plan, select **Waive Insurance**. Follow the instructions to complete your selection. *To change your selection, you must contact Student Health Services at 657-2153.*

10. Enter **Alternate PIN** – This is a code you can only get by visiting with your advisor. It changes each semester.

11. Click **Submit**

12. To Add classes, enter CRN numbers in the **Add Class** boxes.
   - To Drop a class, select **Web Drop** option in the action field on schedule.

13. Press **Submit Changes** button to save your registration.

14. To **Print** schedule, click “Return to Menu” in the upper right hand corner. Select “Student Schedule by Day & Time” or “Student Detail Schedule” to view and print current schedule.

   If you want to print a schedule showing day and time, as displayed below, you will initially get a screen that shows the first week of class, which begins on a Wednesday. Click on “**Next Week**” to show a full week.

   - If you are a current student at MSU B, your current schedule will appear. Enter a future date in the box to the right to view future semester courses.