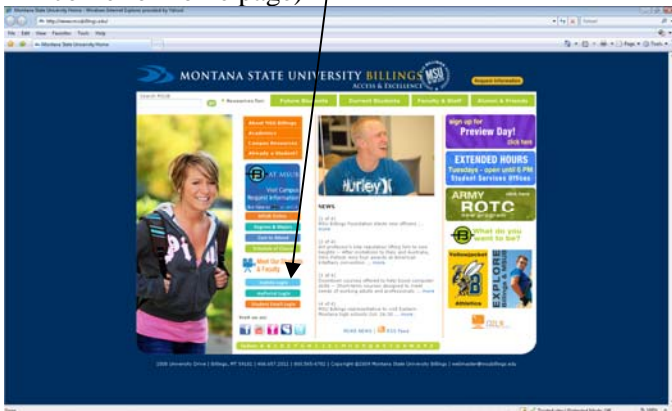


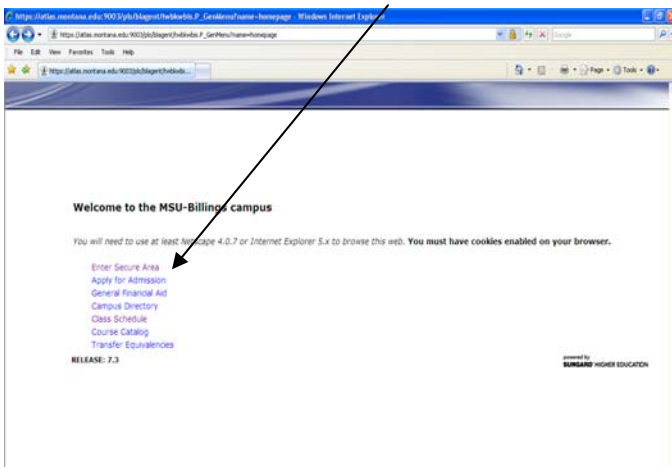
MSU Billings Web Registration Instructions

MSU Billings Home Page – www.msubilings.edu

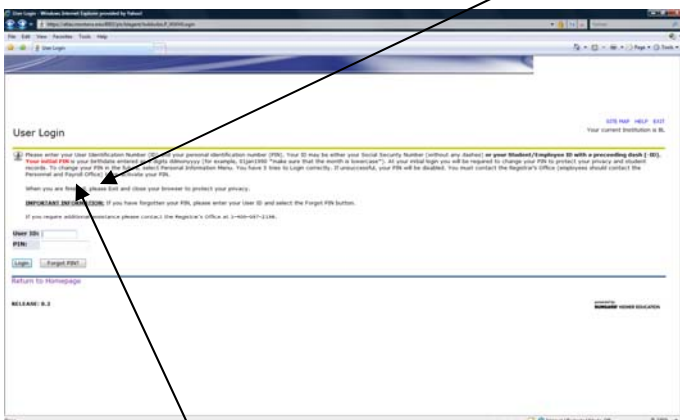
1. Click on **myInfo Login** (Located in lower left-hand corner of home page)



2. Click on **Enter Secure Area**



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



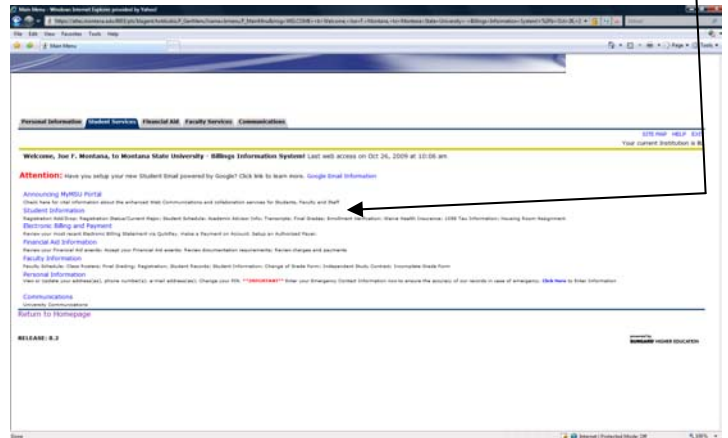
4. Enter your **PIN** – Your birth date (ddmnyyyy ex. 01jan1990) or your own code; Click **Login**

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

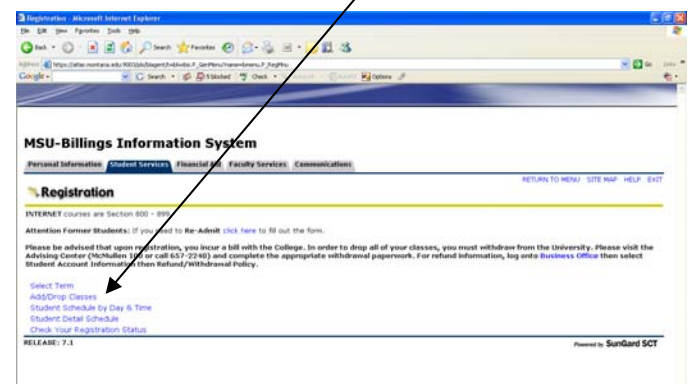
** It is very important that your EMAIL ADDRESS is up to date in your student account.*



6. Select **Registration** to register for classes

Select **Student Records** to view holds, account summary, web bill or transcripts (when available)

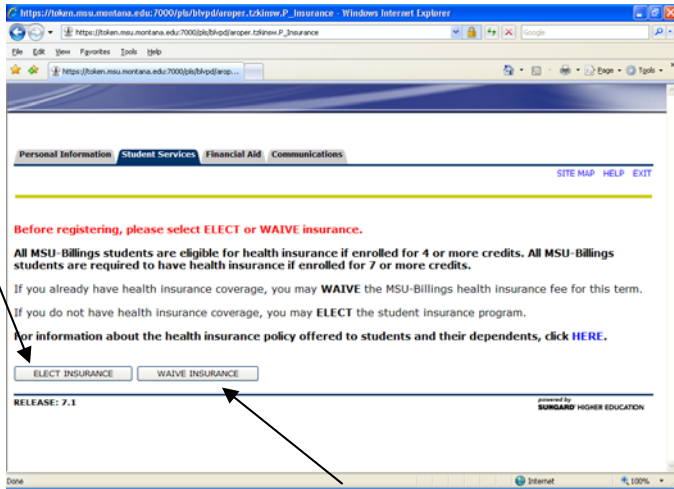
7. Select **Add/Drop Classes**



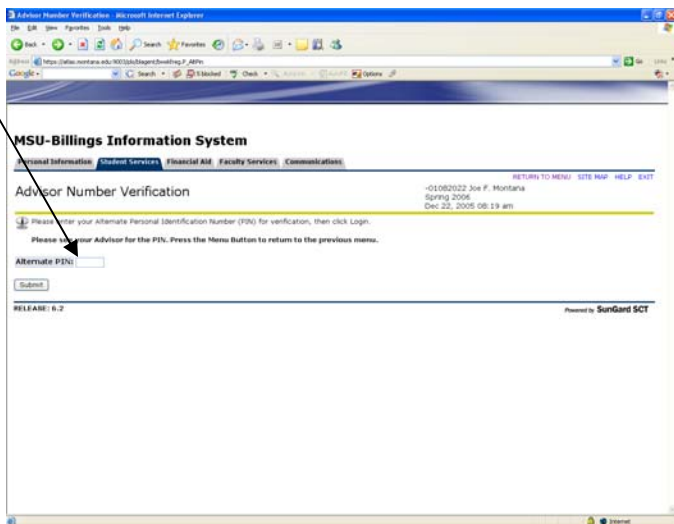
8. Select **Term** you are registering for

(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.*

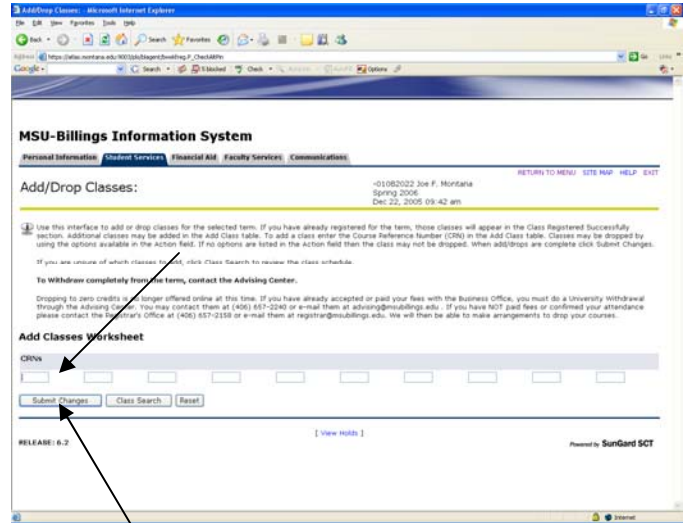


10. Enter **Alternate PIN** – This is a code you can only get by visiting with your advisor. It changes each semester.



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.

