Welcome to Montana State University Billings! We are thankful you have chosen us to continue your education. This reference guide will help get you started with MSUB and provide you with other tools necessary to complete your degree and connect you with potential career opportunities. Advising is here to help guide and support you through your educational journey. Please contact our office with any questions.

Contact Information

Advising Checklist

Get Connected

Financial Aid

How to Look Up Login Information/NetID in Secure Area

D2L ( Desire2Learn) Login Instructions

Navigating the Class Schedule Time Block Schedule

Web Registration Instructions Purchasing Textbooks
Contact Information at MSU Billings

Academic Support Center  •  (406) 657-1641  •  https://www.msubillings.edu/asc/
The ASC provides qualified tutors, supplemental instruction leaders, peer mentors, and resources that support students in their quest to reach their goals, in a safe and encouraging learning environment.

Advising Center  •  (406) 657-2240  •  https://www.msubillings.edu/advise/
The Advising assists students in designing an academic plan which enables them to complete their program requirements as efficiently as possible.

Business Services  •  (406) 657-2140  •  https://www.msubillings.edu/boffice/
Business Services provides information, resources, and guidance for students and parents - specifically student accounts, loans, and refunds.

Career & Employment Services  •  (406) 657-2168  •  https://www.msubillings.edu/careers/
Career & Employment Services provides career counseling and help students access part-time jobs, internships, and work-study opportunities while they are in school, and helps them secure full-time employment upon graduation.

Campus Store  •  (406) 657-2121  •  https://www.msubillings.edu/msubonline/store.htm
The Campus Store provides textbooks, apparel, school supplies, and more for all who are interested.

Disability Support Services (DSS)  •  (406) 657-2283  •  https://www.msubillings.edu/dss/
Disability Support Services strives to create an inclusive and accessible environment by collaborating with students, faculty, and staff to facilitate solutions to environmental and educational barriers.

Financial Aid  •  (406) 657-2188  •  https://www.msubillings.edu/finaid/
The Financial Aid office collaborates with students to provide access to higher education through the use of federal, state, and institutional resources.

Housing  •  (406) 657-2333  •  https://www.msubillings.edu/reslife/
The Housing department provides social and educational programming for residents, providing ample opportunities for interaction and involvement.

International Studies  •  (406) 896-5907  •  https://www.msubillings.edu/internationalstudies/
The Office of International Studies offers international student admissions, study abroad opportunities, faculty led trips, and intensive language study programs for students.
International students can apply here:
https://www.msubillings.edu/internationalstudies/admissions/index.htm

IT Help Desk  •  (406) 247-5700  •  https://www.msubillings.edu/it/
Information Technology works with various electronic software to provide tech assistance as well as educational and professional resources for students, staff, and faculty.

Library  •  (406) 657-1662  •  https://www.msubillings.edu/library/
The Library provides informational materials and services for students, staff, and faculty to support the development of educational and personal learning.
Parking  ●  (406) 657-2147  ●  https://www.msubillings.edu/police/parkinginfo.htm
Parking passes and regulations are to promote the convenience and safety of all personnel on the campus and to facilitate efficient operations.

Registrar  ●  (406) 657-2158  ●  https://www.msubillings.edu/reg/index.htm
The Registrar’s office provides additional resources to students by updating personal and academic records, assisting with graduating students, and facilitating the sending and receiving of transcripts.

Student Health Services  ●  (406) 657-2153  ●  https://www.msubillings.edu/studenthealth/
The Student Health Services provides high-quality, cost-effective health care and mental health counseling with an emphasis on health education and wellness initiatives to promote and enhance student success.

Student Support Services TRIO  ●  (406) 657-2162  ●  https://www.msubillings.edu/sss/index.htm
Student Support Services TRIO provides holistic and student-centered services, resources and educational opportunities that support and improve graduation for eligible students.
Apply for TRIO here: https://www.msubillings.edu/sss/application/index.htm

Military and Veterans Success Center  ●  (406) 657-2968  ●  http://www.msubillings.edu/vets/
The Military and Veterans Success Center assists veterans as they navigate the steps of enrolling in and attending college while helping build a community.

Native American Achievement Center  ●  (406) 657-2182  ●  https://www.msubillings.edu/naac/
The Native American Achievement Center provides the best support by empowering our Native student population in their individual, social, cultural, and academic development.
Welcome to Montana State University Billings!

Here is a checklist to help you get ready for your first day of class.

☐ **Apply for Scholarships:**
  ☐ Scholarship applications & information can be found at: [http://www.msubillings.edu/scholarships/](http://www.msubillings.edu/scholarships/).

☐ **Apply for Financial Aid:**
  ☐ Complete the Free Application for Federal Student Aid (FAFSA) online at [https://fafsa.ed.gov/](https://fafsa.ed.gov/).
  ☐ The MSU Billings FASFA school code: **002530**

☐ **Practice Accessing Campus Accounts:**
  ☐ Login to MyInfo, DegreeWorks, and D2L (Desire to Learn). Keep a record of your usernames and passwords. Check that your contact information is accurate.

☐ **MyInfo** - Access your MSU Billings student records, financial aid information, final grades, or register for classes. You can access MyInfo from top right corner on the MSU Billings homepage (www.msubillings.edu). Log in using your NetID and password. Click "Enter Secure Area" to access and/or update your personal information.
  - If you do not know your NetID, reference page 7
  - If you do not remember your password click “Forgot Password”

☐ **Degree Works** – Monitor your progress toward degree completion. Degree Works provides a more accessible, convenient, and organized way for students to know where they are academically and how they can plan the rest of their college careers. Degree Works is accessible by logging into MyInfo > Student Services > Student Information.

☐ **D2L** – Access your online courses, course materials, email, and grades. You can access D2L from the top right corner of the MSU Billings homepage. Log in using your NetID and password. **(NOTE: You will not be able to access D2L until the day after you register. Classes will not appear in D2L until the first day of class.)**
  - If you do not know your NetID, reference page 7
  - If you do not remember your password clock “Forgot Password”

☐ **Review Class Schedule:**
  ☐ To print your class schedule, login to MyInfo > Student Services > Student Information > Registration > Student Detail Schedule > select term, and print!

☐ **Purchase Books:**
  ☐ You may purchase books or view campus store hours online at [www.jackets-and-company.com](http://www.jackets-and-company.com)
☐ **Accept Financial Aid Award:** within 30 days of being awarded
   ☐ Login to your MyInfo account, select Financial Aid, select My Award Information and choose what you want to accept/decline.

☐ **Confirm Attendance / Arrange Payment:**
   ☐ Login to your MyInfo Account, select Student Services > Student Information > Student Records > Web Bill > Select Term, and Confirm Attendance.
   ☐ Review your bill to confirm your student health insurance selection
   ☐ Pay in full by the third day of classes or set up an installment plan with the Business Services Office (406-657-2140).

☐ **Submit Transcripts:**
   ☐ If you have not attempted courses at another college, you will just need to submit a copy of your high school transcript.
   ☐ If you have attempted courses at another college or colleges, you will need to submit an official transcript from all previously attended institutions.

☐ **Get a U-Card (Student ID Card):**
   ☐ Stop by the Registrar’s Office, bring a photo ID, and be ready to have your photo taken.

☐ **Apply for Student Support Services / TRiO (if applicable):**
   ☐ For more information visit their website at: www.msubillings.edu/sss/

☐ **Submit Immunization Records:**
   ☐ A copy of your immunization records will need to be submitted to Student Health Services.
   ☐ Their fax number is 406-657-2145.

☐ **Complete EverFi – Prevention Wellness Education:**
   ☐ To complete this mandatory online training program, login to MyInfo, select Student Services > Student Information, and then click Prevention/Financial Wellness Education. All new freshmen, new transfer students, and new graduate students are required to complete AlcoholEdu, Haven, and Transit modules.
   ☐ If you do not complete Part One of all three modules, a registration hold will be placed on your account, and you will not be able to register for next semester.
   ☐ Contact Student Health Services at (406) 657-2153 with any questions.

☐ **Create a CareerLink Profile:**
   ☐ Create a CareerLink profile at: https://www.myinterface.com/msubillings/Account/LogOn?ReturnUrl=%2fmsubillings%2fstudent
   ☐ Look for work study positions, part-time jobs, and internships.
   ☐ Upload your resume (in a Word document) to apply and/or receive editing suggestions from a professional career specialist.
GET CONNECTED  
Campus Logons & University Apps

SET/RESET PASSWORDS: password.msubillings.edu  
✦ View your credentials at MyInfo under Personal Information – View IDs✦

MYINFO
Register for Classes | View financial Aid | View Logon Credentials | Check Grades  
USERNAME: NetID (a12b345)  
PASSWORD: ####@msub (####=last 4 of student ID) OR as SET by student

NETID
Access Campus Computers/Labs | Online Classes (D2L) | Printing | Campus Wireless (MSUB-mobile)  
USERNAME: NetID (a12b345)  
PASSWORD: ####@msub (####=last 4 of student ID) OR as SET by student

MSUB EMAIL: outlook.office365.com  
Official MSU Billings Email: OUTLOOK.OFFICE365.COM  
USERNAME: firstname.lastname@msubillings.edu  
PASSWORD: same as for MyInfo | NetID

MICROSOFT OFFICE (free to current students!)  
Log into official MSU Billings email  
Click [Office 365] (upper-left corner) | Click [Install Office] | Select Office 365 apps

BOX: msubillings.box.com  
Cloud Storage – access from on/off campus on any device  
USERNAME: msubillings\NetID  
PASSWORD: same as for MyInfo | NetID

WEBEX: msubillings-students.webex.com  
Online student meetings and tutoring  
USERNAME: msubillings\NetID  
PASSWORD: same as for MyInfo | NetID

OTHER UNIVERSITY SOFTWARE: www.msubillings.edu/it/software/student

STEP BY STEP: www.msubillings.edu/logons
Financial Aid

File FAFSA now at FAFSA.gov

(Free Application for Federal Student Aid)

**Fall 2020 or Spring/Summer 2021:**
Complete the 2020-21 FAFSA

**Next Fall/Spring/Summer (2021-22):**
Complete the 2021-22 FAFSA

**FAFSA Opens Oct. 1st**
for the following academic year

File at fafsa.gov. MSUB school code: **002530**

**MSUB Priority Date is Dec. 1st**
for the following Fall/Spring/Summer

**FAFSA Accepted Year-Round**
File as soon as possible. Can take 10 weeks to process.

**Things You Need for FAFSA**

- **FSA ID** - username and password. Required to sign FAFSA online. One parent of a dependent student* also needs an FSA ID. To create or edit FSA ID or reset password go to fsaid.ed.gov.
- **FAFSA.GOV** website - redirects to fafsa.ed.gov. Make sure you are on the correct government site to access the FREE application!
- **Social Security Numbers & Birthdates** - student and parents*
- **Driver's License Numbers** (optional)
- **Income Tax Records & W2s** — student and parents* Starting with 2017-18, FAFSA uses tax information from two year’s prior, which means you don’t have to wait to file your taxes in order to file your FAFSA!
- **Records of Untaxed Income**, such as child support received, interest income, untaxed benefits - student and parents*
- **Records of Assets**, includes bank accounts, stocks, real estate investments (does not include the home or family farm where you live, retirement savings) - student and parents*

**More FAFSA Tips**

- **Take Your Time.** Be careful and thorough to get an accurate FAFSA. If asked if you want to skip questions, say “no.”
- **Read Help & Hints** (in the sidebar) or chat with a FAFSA rep. FAFSA uses specific definitions for words, so read explanations.
- **Enter MSUB School Code—002530** on right-hand side of school selection screen to save time when adding MSUB to FAFSA.
- **Transfer Tax Data.** If eligible, click the Link to IRS box and follow the prompts. Don’t change Transferred from IRS answers.
- *Students under 24 must provide parent information (including stepparent if parent is remarried) unless they can document one of the specific exclusions asked about on the FAFSA, such as if the student is married or has no contact with parents due to an abusive home situation. Search “FAFSA Dependency Status” on StudentAid.gov for more information.

The FAFSA is Just the First Step in the Process
Check your myInfo (secure area) regularly for the status of your award or missing requirements. Contact MSUB Financial Aid Office if you have questions: 406-657-2188 or finaid@msubillings.edu. Include name and student ID.
How to Login to MyInfo and Find Your NetID

MSU Billings Home Page – www.msubillings.edu

1. Click on MyInfo

2. If you do not know your NetID, click NetID Lookup to find your NetID and set a password

3. Enter your Student ID in the box

4. Enter your birthdate in the box

5. Write down your NetID then click the password reset link and follow the password reset prompts

6. Once your password is reset, go back to the MSU Billings homepage and re-enter MyInfo

7. Click Log in to MyInfo (NetID)

8. Enter your NetID and password to enter MyInfo
D2L (Desire2Learn) Login Instructions

MSU Billings homepage – www.msubillings.edu

1. Click on D2L (Desire to Learn)

2. Enter your **NetID** and **password** into the corresponding boxes

For help with finding your **NetID** and setting your password, see page 7
Navigating the Class Schedule

MSU Billings Home Page – www.msubillings.edu

1. Click on ‘myInfo’

![myInfo screenshot]

2. Click on ‘Class Schedule’

![Class Schedule screenshot]

3. Select…
   a. Term, semester and year
   b. Subject, (M – Mathematics)
   c. Course Type (specify Any, Online, or Face-to-Face)
   d. Course Number (or leave blank to see all M courses being offered)
   e. Click ‘Search Class’

Special Notes about the course are listed under the class title:

f. Online courses are always section 800 or above and will say Online next to the number of credits

g. Some courses are offered both online and face-to-face, these courses will have a section numbered 600 or above, and will say Blended – Online and Onsite next to the number of credits

h. If it states “Consent of Instructor” you will need to have approval before registering for the course

i. Under the Title – Catalog Description it lists meeting time: M–Monday; T–Tuesday; W–Wednesday; R–Thursday; F–Friday

j. If the Cap, Enrl, Avail columns are in green the course is open. If they are in red the course is full

Find the section that best suits your schedule and write down the CRN. You will need the CRN to register for that course specifically

(If you are looking for online courses you would select the online only option under course type)

Repeat steps 4 and 5 for all courses that you are scheduling
TIME BLOCK SCHEDULE

Student: ___________________________  Term: ___________________________

ID: ___________________________  Alternate PIN: ___________________________

Date: ___________________________

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>7:00-8:00</td>
<td>7:00-8:30</td>
<td>7:00-8:00</td>
<td>7:00-8:30</td>
<td>7:00-8:00</td>
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<td>8:10-9:10</td>
<td>8:40-10:10</td>
<td>8:10-9:10</td>
<td>8:40-10:10</td>
<td>8:10-9:10</td>
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<tr>
<td>10:30-11:30</td>
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<td>10:30-12:00</td>
<td>10:30-11:30</td>
<td>10:30-12:00</td>
<td>10:30-11:30</td>
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<td>11:40-12:40</td>
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<td>11:40-12:40</td>
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<td>2:00-3:00</td>
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<td>6:00-9:00</td>
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<td>6:00-7:30</td>
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</tbody>
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ONLINE COURSES:

<table>
<thead>
<tr>
<th>Online Course</th>
<th>Course Number</th>
</tr>
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<tbody>
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</table>
Web Registration Instructions

MSU Billings Home Page – www.msubillings.edu

1. Click on ‘myInfo’

![myInfo screenshot]

2. Click on Log in to MyInfo (NetID)

Welcome to the MSU Billings myInfo Portal.
You must have cookies enabled on your browser.

Log in here: **Log in to MyInfo (NetID)**

If you do not know your NetID, look it up here: [NetID Lookup](#)
If you do not know your password, reset it here: [https://password.msubillings.edu](https://password.msubillings.edu)
If you need assistance, please call the IT Help Desk at 247-5700.

Other Options
- Apply for Admission
- General Financial Aid
- Campus Directory
- Class Schedule
- Class Schedule (online courses only)
- Course Catalog
- Transfer Equivalencies

RELEASE: 8.8.4.1

3. Enter your NetID and password

![Login screenshot]

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

![Registration screenshot]

Select **Registration** to register for classes

Select **Student Information** to Register for Classes

Select **Financial Information** to view status of aid package

Select **Personal Information** to see your information and/or to change your contact information, email address

Select **Student Records** to view holds, account summary, web bill, or transcripts

5. After you select Registration select **Add/Drop Classes**

![Add/Drop Classes screenshot]

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

(continue on next page)
7. **Verify email address** (This screen will only appear once. If you need to update your email address in the future, select the Personal Information tab at the top of the screen)

8. 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

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

10. To add classes enter the CRN numbers in the spaces provided

After registering if you wish to drop a class, select **Web Drop** from the dropdown menu next to the course

11. Click **Submit Changes** to save your registration

12. To view or print a copy of your schedule, click **Return to Menu** in the upper right hand corner. Select **Student Schedule by Day & Time** or **Student Detail Schedule**

To print a schedule showing day and time (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 MSUB, your current schedule will appear. Enter a future date in the box to the right to view future semester course