MSUB Advising References

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Navigating the Class Schedule

MSU Billings Home Page – www.msubillings.edu

1. Click on the Menu Button (Located in the left hand corner at the top of the home page)

2. Click on Class Schedule

3. Select the desired Term. For example, if you are looking up classes for the fall 2015 semester, select fall 2015 (If you are looking for online courses you would select the only option under course type)

4. Select Subject. For example, if you are looking up the class schedule for PSYX 100; select PSYX by the SUBJECT area

Next to Course Number enter the number of the course in the box. For example, for PSYX 100 you will type in 100

Select Search Class to view all the times and locations that the course is offered

5. Special Notes about the course are listed under the class title:
   1. Internet/Online courses are always section 800 or above and will say Internet/Online next to the number of credits
   2. Some courses are offered both online and onsite, these courses will have a section numbered 600 or above, and will say Blended – Online and Onsite next to the number of credits
   3. If it states “Consent of Instructor” you will need to have approval before registering for the course

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

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

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

6. Repeat steps 4 and 5 for all courses that you are scheduling
Web Registration Instructions

MSU Billings Home Page – www.msubillings.edu

1. Click on the Menu button

2. Click on myInfo Login

3. Click on Enter Secure Area

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

5. Enter your PIN – Initially, your birth date (ddmmyy ex. 01jan1990), once you login, you will be prompted to change your PIN. This is the PIN you will use in the future

6. Select Student Information to Register for Classes

   Select Financial Information to view status of aid package

   Select Personal Information to see your NET ID or to change your contact information, email address, or login PIN

7. Select Registration to register for classes

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

8. After you select Registration select Add/Drop Classes

9. Select Term you are registering for
10. **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)

11. 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*

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

13. To add classes, enter CRN numbers in the boxes provided
   - To Drop a class, select **Web Drop** from the dropdown list next to the course

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

15. 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 courses
1. Click on the Menu button

2. Click on myInfo Login

3. Click on Enter Secure Area

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

5. Enter your PIN — Initially, your birth date (ddmonyyyy ex. 01jan1990), if you have logged in previously, you will enter the PIN you chose. Click Login

6. Select Personal Information

7. Select View IDs to find your Student ID # and Net Id. The Net Id is the Username you use to log into D2L. You will also use the D2L login, Net ID and last 6 digits of your student ID, to login on all campus computers.
1. Click on Menu Button

2. Click on myInfo Login

3. Click on Enter Secure Area

4. Enter your Student ID # (including the dash) in the User ID box and your PIN in the box indicated. Click Login

5. Select Student Information

6. Select Registration

7. Select Academic Advisor
D2L Login

1. MSU Billings Home Page – www.msubillings.edu

2. Click on Menu Button

3. Click on D2L Connection

4. Enter your NetID in the NetID box (See page 2 for instructions on how to look up your username within your Secure Area)

*Please note that student support is available if you need assistance with your online course*

5. Enter your password (the last six digits of your Student ID #) in the Password box

6. Click Login