Web Registration Instructions

MSU Billings Home Page – www.msubillings.edu

1. Click on ‘myInfo’

2. Click on Log in to MyInfo (NetID)

3. Enter your NetID and password

4. Select Registration to register for classes

5. After you select Registration select Add/Drop Classes

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

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