Web Registration Instructions

MSU Billings Home Page - www.msubillings.edu

1. Click on 'myInfo'

MONTANA STATE UNIVERSITY BILLINGS

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

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



4. Select Registration to register for classes

Student	RETURN TO MENU SITE MAP HEL Services Your current Institute	> EXI
IMPORTANT	NOTICE	
-Students sl	ould check their Mailing and Email Address to ensure that they receive important campus related information (refer to the Personal Information Link at top of page)	
-Students m	y withhold name/address information from the public directory by signing a nondisclosure statement in the Admissions and Records Office (McMullen 107).	
FERPA Inform	ation: Click here for the Family Education Rights and Privacy Act information.	
DegreeWork	will be unavailable from November 21st through November 25th, 2019 for scheduled maintenance.	
Prevention • AlcoholEdua • Sexual Ass • Transiti All • If you have Registration Student R Unofficial Tra	Financial UNIVERSEE Education: In enables, esc enables durates and new preliaite sudverts, regardless of age, are required to complete bits module. In enables, esc enables durates and enables durates and enables and esc enables and all are disclosus at durates and esc enables that module. In enables, esc enables durates and enables at durates are and enables and esc enables at durates are equired to complete bits module. In enables, esc enables durates and enables at durates are executed to complete bits module. In enables, etc. esc	
Housing a	d Residence Life	
Former St Submit a reg	dent Application Form ast for re-admission to MSU Billings	
DegreeWork	kS will be having a planned outage November 21-35, 2019. Please plan accordingly for advising, registration, plan of study needs, and graduation-velated matters. Is an electronic decree audit program and academic advision todi designed to assist you and advisors in reviewing your decree programs.	
MSU Syste	n Transfer and Multi-Campus Application Request Form	

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



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)

Technic antenness a	STE MAP HELP EXT
Verify Email	Your current Institution is BL
Attention: we do not have an email address for you in our system. Hease cick on the Update Emails button below to add your personal email addresses.	
No email addresses on record	
Continue negistration Update tmails (If you click on this button, you mill have to return to the Student Services tab to continue registration)	
	and b

- 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

		SITE MAP HELP E
Before registering, p	ease select ELECT or WAIVE insurance.	
All MSU-Billings stude students are require	nts are eligible for health insurance if enrolled fo I to have health insurance if enrolled for 7 or m	or 4 or more credits. All MSU-Billings ore credits.
If you already have he	alth insurance coverage, you may WAIVE the MSU	-Billings health insurance fee for this term.
If you do not have he	Ith insurance coverage, you may ELECT the stude	nt insurance program.
For information abou	t the health insurance policy offered to students	s and their dependents, dick HERE.
	WAIVE INSURANCE	
ELECT INSURANCE		

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

	RETURN TO MENU	SITE MAP	HELP	EXIT
Advisor Number Verification	-01082022 Joe F. Montana Spring 2006 Dec 22, 2005 08:19 am			
Please enter your Alternate Personal Identification Number (PIN) for verification, then click Login.				
Please see your Advisor for the PIN. Press the Menu Button to return to the previous menu.				
Alternate PIN:				
Submit				
ELEASE: 6.2	An	wered by Sun	Gard S	SCT

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

Personal Information Student Services Fin	sancial Aid Faculty Services	Communication	is						
Add/Drop Classes:			-010 Sprir Dec	82022 Joe F. Mori ig 2006 22, 2005 09:42 ar	RETURN TO MENU SITE MAP HELP E 2 Joe F. Montana 06 005 09:42 am				
Description of the second s	for the selected term. If you has in the Add Class table. To add it feld. If no options are listed in th J, click Class Search to review th A ₃ contact the Advising Center red orline at this time. If you has react them at (40) 557-2210 and (40) 557-2210 and 400) 657-2158 or e-mail them at	ve already reg a class enter t he Action field re class sched r. ve already acc or e-mail them t registran@ms	istered for the he Course Ref then the clas ule. cepted or paid at advising@n ubilings.edu.	term, those classs arence Number (CR s may not be dropp your fees with the tsubilings.edu . If y we will then be abl	es will appear in N) in the Add Cl sed. When add/d Business Office, you have NOT pa le to make arrang	the Class Registers ass table. Classes of hops are complete , you must do a Uni aid fees or confirme gements to drop yo	d Success nay be dro click Subm iversity Wit d your atte wr courses	fully pped by it Changes. thdrawal endance	
CRNs									
Submit Changes Class Search	Reset								
		[View I	Holds]						

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

Stuc	Student Schedule by Day and Time:						RETURN TO MENU SITE -01082022 Joe F. Montana Dec 22, 2005 10:33 am			
P Fol	owing is your : je.	schedule by day	y and time. Classes which	are still not scheduled or	that fall within a differen	t date range tha	n the normal term are listed	at the bott	om of the	
							Go to (MM/DD/YYYY):		Submit	
Previou	s Week		Week of Jan 16, 200	5 (1 of 16)			Next Week			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
Bam										
			ENGL 100-001		ENGL 100-001					
			40159 Class 8:10 am-9:10 am		40159 Class 8:10 am-9:10 am					
0.200			ASC 009	PSYC 101-002 40373 Class	ASC 009					
sam			MATH 101-002 40212 Class 9:20 am-10:20 am	8:40 am-10:10 am LI 148	MATH 101-002 40212 Class 9:20 am-10:20 am					
10am			ASC 008		ASC 008					
				COMT 130-002 40088 Class						
11am				10:30 am-12:00 pm LA 625						
				[Select Term Add/Dro	p Classes Detail Sched	ale]				

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