Finding Assigned Advisor Information

City College homepage: http://www.msubillings.edu/citycollege/

1. Click on myInfo at the top right of the page in the gray bar.

2. Click on Log in to MyInfo (NetID)

Welcome to the MSU Billings myInfo Portal.

You must have cookies enabled on your browser.
The following options will be unavailable on Saturday, November 19th, 2019 for scheduled maintenance:
- Banner forms (PROD)
- Reporting software or applications connecting to Banner Webreports

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
- myInfo (NetID)
- Student Account Information

RELEASE: 8.3.4.1

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3. Enter your login information:
   Username: NetID
   Password: Enter the password that you created to use with your NetID.

   *If you don’t know your NETID, click NetID Lookup
   *If you don’t know your password, go to https://password.msubillings.edu or click Reset your password on the LOGIN page
4. Select Student Information

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Electronic Billing and Payment
- View your most recent electronic billing statement via Quikrak, make a Payment on Account, Set up an Authorized Payee.

Financial Aid Information
- Review your financial aid awards; Accept your financial aid awards; Review documentation requirements; Review changes and payments.

5. Select Registration

Prevention/Financial Wellness Education
- AlcoholEd: All new freshmen, new transfer students and new graduate students, regardless of age, are required to complete this module.
- Haven: All new Freshmen, all new Transfer students and all new Graduate students are required to complete this module.

Registration
- Registration Status/Current Major; Student Schedule; Academic Advisor Info

Student Records
- Unofficial Transcript; Official Transcript Request; Final Grades; Enrollment Verification; waive Health Insurance; 1099 Tax Information; View Web Bill

Housing and Residence Life
- Room Assignment Info

Transfer Request
- Submit a transfer request to another MSJ campus.

Former Student Application Form
- Submit a request for re-admission to MSJ Billings

DegreeWorks
- Please CLEAR YOUR CACHE prior to your first login after July 1, 2013 to ensure Degreeworks is functioning properly given the recent system upgrade. Degreeworks is an electronic degree audit program and academic advising tool designed to assist you and advisors in reviewing your degree progress.

6. Select Academic Advisor

Selecting Academic Advisor
- Select your main academic advisor from the list provided.
- You can also select additional advisors if needed.
- Academic advisor information is updated annually by the Office of the Registrar.

Select Term
- Select Term: Spring, Summer, Fall, Winter

Add/Drop Classes
- Add/Drop Classes: Prior to the Add/Drop deadline

Student Schedule by Day/Time
- Student Schedule by Day/Time: View your current class schedule

Academic Advisor
- Explore different academic advisors available for your program.

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