Finding Assigned Advisor Information
City College Home Page: http://www.msubillings.edu/citycollege/

1. Click on myInfo at the bottom of the page (or on the Menu)

2. Click on Enter Secure Area. Then enter your Secure area login information:
   - **User ID**: Student ID # with dash (-01234567) or Social Security number with no dashes (012345678)
   - **PIN**: First-time is your birthday formatted as 01jan1980. (Enter User ID and click Forgot PIN button, if you don’t remember)
   - Click Login.

   Welcome to the MSU Billings campus
   You will need to use at least Netscape 4.0.7 or Internet Explorer 5.x

   Enter Secure Area
   Required for all users
   General Financial Aid
   Campus Directory
   Class Schedule
   Class Schedule (Online courses only)
   Course Catalog
   Transfer Equivalencies

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   Use of this software is limited to Education Company, and is subject to:

3. Select Student Information
   - Student Information
     - Student Records
     - University Transcript; Official Transcript Request; Final Grades; Enrollment Verification; Waiver Health Insurance; 1098 Tax Information; View User Info
     - DegreeWorks
     - Program: DegreeWorks; My Academic Plan; Degree Audit; Program Section; Program Requirement; Program Requirement by Requirement; Program Requirement by Course; Program Requirement by Credit Hours

4. Select Registration
   - Registration
     - DegreeWorks
     - Program: DegreeWorks; My Academic Plan; Degree Audit; Program Section; Program Requirement; Program Requirement by Requirement; Program Requirement by Course; Program Requirement by Credit Hours

5. Select Academic Advisor
   - Academic Advisor