Web Registration Instructions
City College homepage: http://www.msubillings.edu/citycollege/

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

2. Click on Log in to MyInfo

Enter your NetID for Username and enter the Password you created that is associated with your NetID. Click Login

*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

3. Select Student Information to register for classes and view DegreeWorks

   Select Financial Aid Information to view status of aid

   Select Personal Information to change contact info

   Select Student Records to view holds, account summary, web bill, or transcripts

4. Select Registration to register for classes

5. Select Term

   Select Term
   Add/Drop Classes
   Student Schedule by Day & Time
   Student Detail Schedule
   Check Your Registration Status
   Academic Advisor

6. Select Add/Drop Classes

   Select Add/Drop Classes
   Student Schedule by Day & Time
   Student Detail Schedule
   Check Your Registration Status
   Academic Advisor
7. **Verify E-mail Address** (This will only appear once-after that, please keep your email updated in your Personal Information tab at the top of the screen)

8. **Elect or Waive Health Insurance**
   *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 **CRNs** for the classes you have chosen in the boxes provided

   To **Drop** a class, select **Web Drop** from dropdown list 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

14. Select **Student Schedule by Day & Time** or **Student Detail Schedule**

   - Select Term
   - Add/Drop Classes
     - Student Schedule by Day & Time
     - Student Detail Schedule
     - Check Your Registration Status
     - Academic Advisor

15. To print a schedule showing day and time, you will initially get a screen that shows the first week of class, which may begin midweek-click on **Next Week** to show a full week

16. If you are a **Current Student** at MSUB, your current schedule will appear. Enter a future date in the **Go To:** box to view future semester courses.