MSU Billings Web Registration Instructions

1. Click on the **Menu button**

2. Click on **myInfo Login**

3. Click on **Enter Secure Area**

4. Enter your Student ID # (including the dash) in the **User ID box**

5. Enter your **PIN** – Initially, your birth date (ddmoyyyy ex. 01jan1990), once you login, you will be prompted to change your PIN. This is the PIN you will use in the future

6. Select **Student Information** to Register for Classes

   Select **Financial Information** to view status of aid package

   Select **Personal Information** to see your **NET ID** or to change your contact information, email address, or login PIN

7. Select **Registration** to register for classes

   Select **Student Records** to view holds, account summary, web bill or transcripts (when available)

8. After you select Registration select **Add/Drop Classes**

9. Select **Term** you are registering for
10. **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)

11. 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*

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

13. To add classes, enter CRN numbers in the boxes provided

14. Click **Submit Changes** to save your registration

15. 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 courses