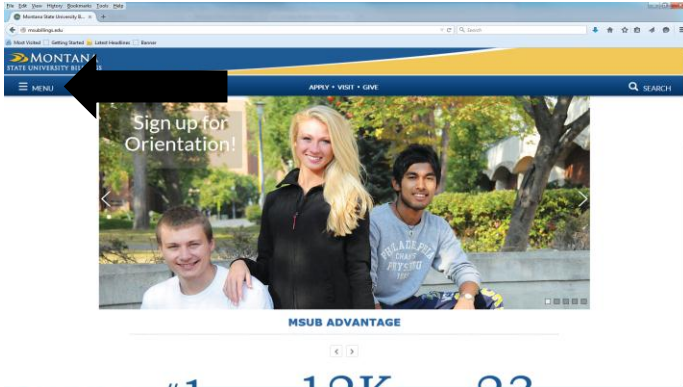


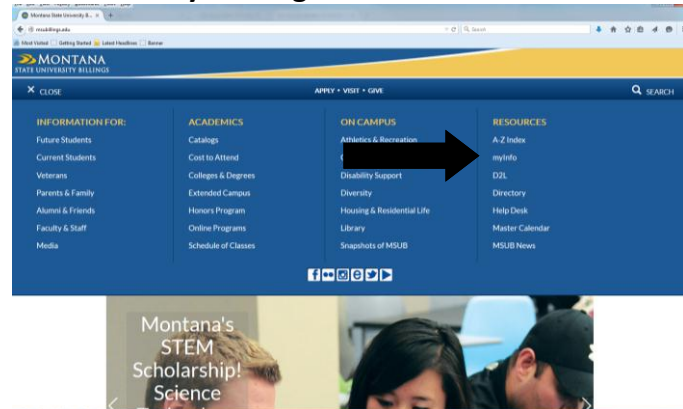
MSU Billings Web Registration Instructions

MSU Billings Home Page – www.msubillings.edu

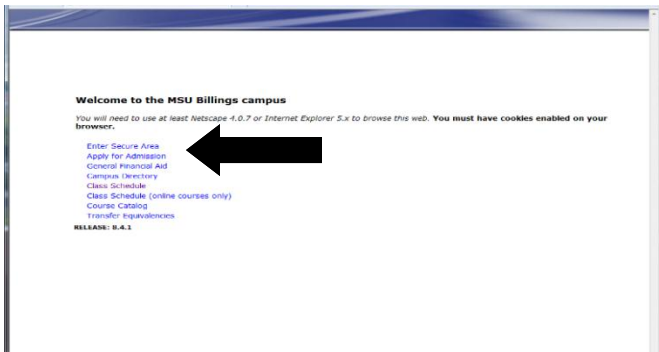
1. Click on the **Menu** button



2. Click on **myInfo Login**



3. Click on **Enter Secure Area**



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

HELP EXIT

User Login

USER ID: Student/faculty/staff ID (GID) with dash (-12345678) or SSN with no dashes (12345678)
PIN: First-time PIN is your birthday formatted as 23apr1989 (month must be 3 letters lower case!)

You will be prompted to change your first-time PIN upon logging in.
Your PIN will be deactivated after 5 unsuccessful login attempts.

Forgot your PIN?

Returning users: Enter User ID and click the Forgot PIN? button.
First-time users: Your PIN is your birthdate formatted as 23apr1989 (month must be 3 letters lower case!)

Reactivate PIN:

For assistance during regular business hours, please contact the Registrar's Office at 1-406-657-2158

NOTICE: DegreeWorks will be unavailable June 26th through July 1st as an upgrade is installed.

User ID:

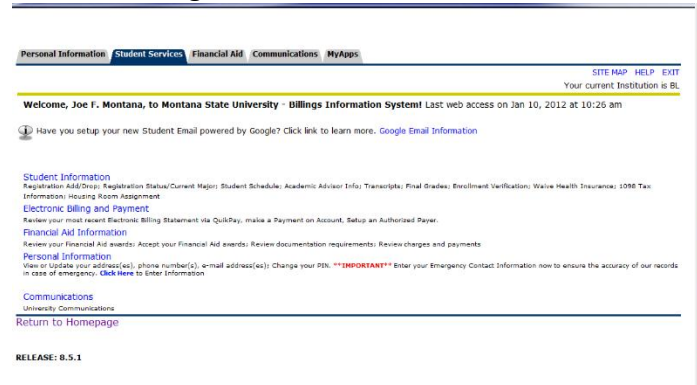
PIN:

Login Forgot PIN?

5. Enter your **PIN** – Initially, your birth date (ddmonyyyy 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

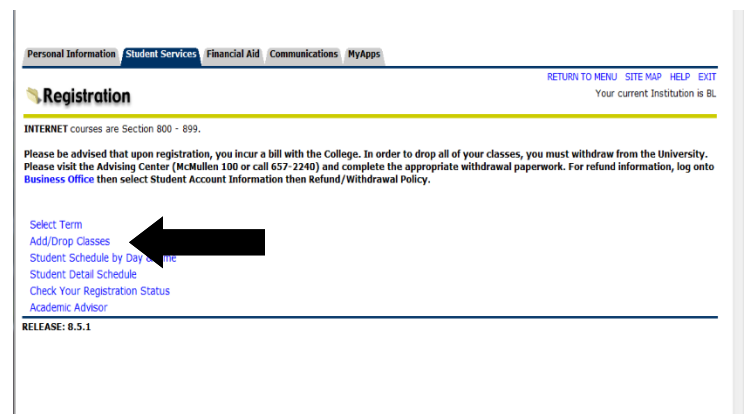
Select **Personal Information** to see your **NET ID** or to change your contact information, email address, or login PIN



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**

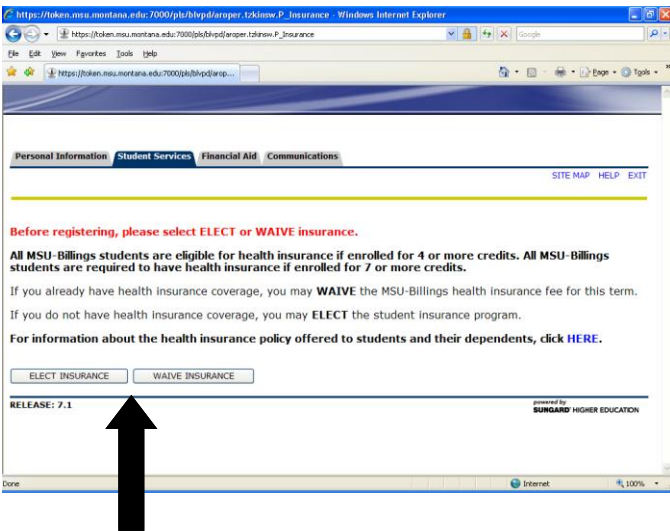


9. Select **Term** you are registering for

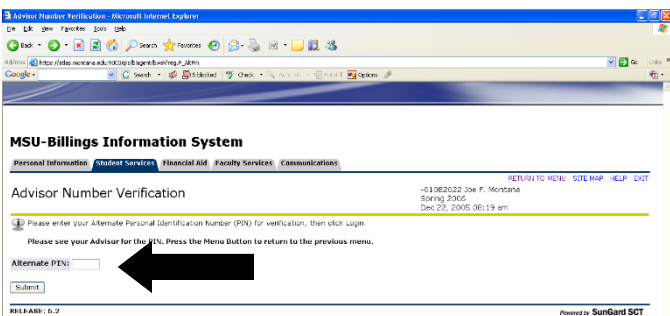
10. **Verify email address** (This screen will only appear once. If you need to update your email address in the future, select the Personal Information tab at the top of the screen)



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**

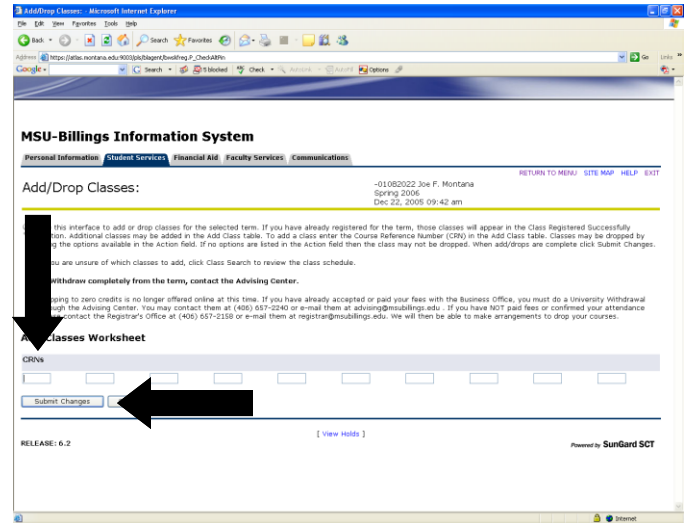


12. Enter **Alternate PIN** – This is a code you can only get by visiting with your advisor. It changes each semester. Click **Submit**



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

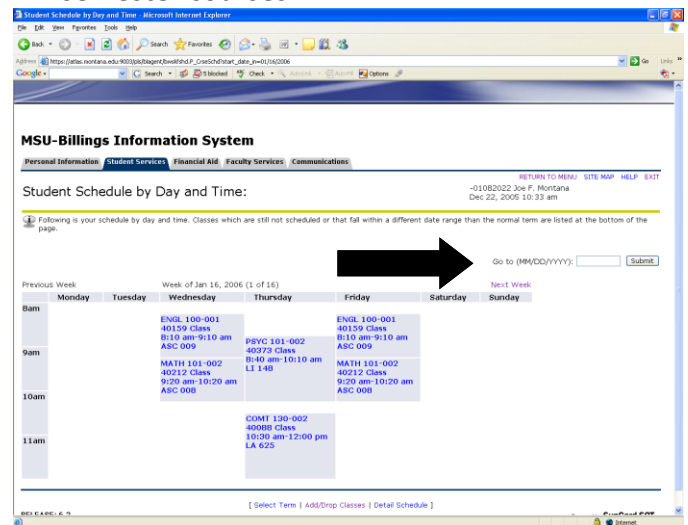
- To Drop a class, select ****Web Drop**** from the dropdown list next to the course



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



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