

# NetID Lookup Instructions:

1. Go to the MSU-Billings homepage <http://www.msubillings.edu> and click the MyInfo button at the bottom right of the page.



2. Click "Enter Secure Area"
3. Enter your User ID (aka MSU ID, GID; -01234567) and PIN and then click the Login button.

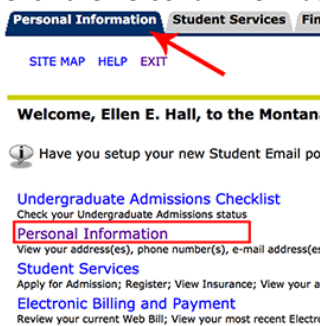
A login form with two input fields. The first is labeled "User ID:" and the second is labeled "PIN:". A red arrow points to the "User ID:" field. Below the fields are two buttons: "Login" and "Forgot PIN?".

User ID:

PIN:

Login Forgot PIN?

4. Click the Personal Information tab and then the Personal Information link.

A screenshot of the "Personal Information" page. At the top, there are tabs for "Personal Information", "Student Services", and "Fin". Below the tabs are links for "SITE MAP", "HELP", and "EXIT". A red arrow points to the "Personal Information" tab. The main content area has a heading "Welcome, Ellen E. Hall, to the Montan:" followed by a message "Have you setup your new Student Email po". Below this are several links: "Undergraduate Admissions Checklist", "Personal Information" (highlighted with a red box), "Student Services", "Electronic Billing and Payment", and "Undergraduate Admissions Checklist".

Personal Information Student Services Fin

SITE MAP HELP EXIT

Welcome, Ellen E. Hall, to the Montan:

Have you setup your new Student Email po

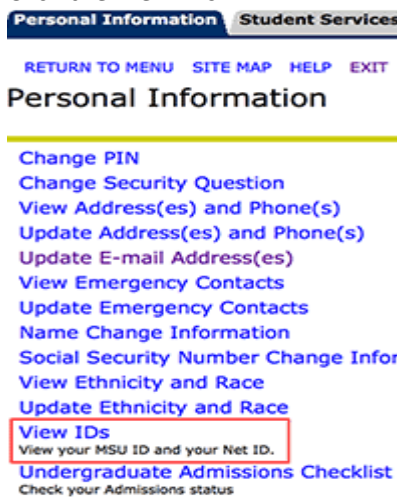
Undergraduate Admissions Checklist  
Check your Undergraduate Admissions status

Personal Information  
View your address(es), phone number(s), e-mail address(es)

Student Services  
Apply for Admission; Register; View Insurance; View your a

Electronic Billing and Payment  
Review your current Web Bill; View your most recent Electr

5. Click the View IDs link.

A screenshot of the "Personal Information" page. At the top, there are tabs for "Personal Information" and "Student Services". Below the tabs are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area has a heading "Personal Information" followed by a list of links: "Change PIN", "Change Security Question", "View Address(es) and Phone(s)", "Update Address(es) and Phone(s)", "Update E-mail Address(es)", "View Emergency Contacts", "Update Emergency Contacts", "Name Change Information", "Social Security Number Change Infor", "View Ethnicity and Race", "Update Ethnicity and Race", "View IDs" (highlighted with a red box), and "Undergraduate Admissions Checklist".

Personal Information Student Services

RETURN TO MENU SITE MAP HELP EXIT

Personal Information

Change PIN

Change Security Question

View Address(es) and Phone(s)

Update Address(es) and Phone(s)

Update E-mail Address(es)

View Emergency Contacts

Update Emergency Contacts

Name Change Information

Social Security Number Change Infor

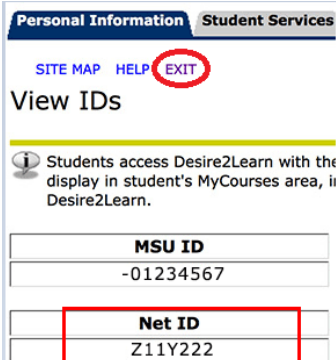
View Ethnicity and Race

Update Ethnicity and Race

View IDs  
View your MSU ID and your Net ID.

Undergraduate Admissions Checklist  
Check your Admissions status

6. Note your NetID and then click the Exit link to log out.

A screenshot of the "View IDs" page. At the top, there are tabs for "Personal Information" and "Student Services". Below the tabs are links for "SITE MAP", "HELP", and "EXIT" (circled in red). The main content area has a heading "View IDs" followed by a message "Students access Desire2Learn with the display in student's MyCourses area, ii Desire2Learn." Below this are two tables. The first table has a header "MSU ID" and a value "-01234567". The second table has a header "Net ID" and a value "Z11Y222" (highlighted with a red box).

Personal Information Student Services

SITE MAP HELP EXIT

View IDs

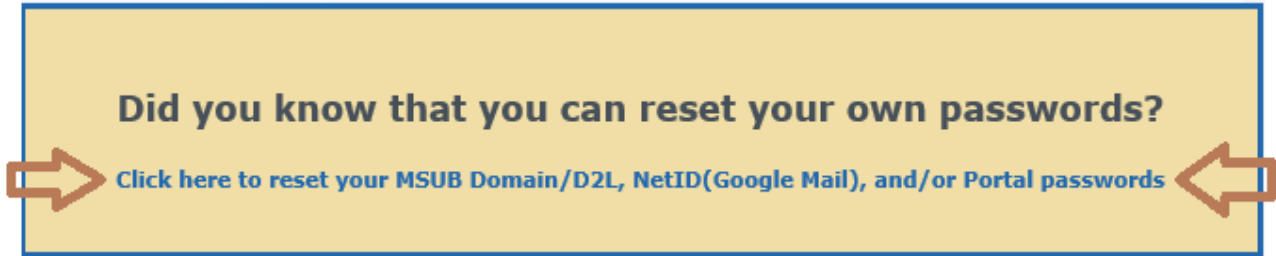
Students access Desire2Learn with the display in student's MyCourses area, ii Desire2Learn.

MSU ID
-01234567

Net ID
Z11Y222

## How to Reset Your Password:

1. Got to <http://password.msubillings.edu/>
2. Click the link in the brown box.



3. Log in to My Profile by entering your Last Name, MSU ID, and MyInfo PIN number.

**Sign in to My Profile**  
» View your accounts, change your passwords, and more

Last Name

MSU ID (e.g. -01234567)  x

MyInfo PIN

[Forgot your PIN?](#)

4. Make sure your account is checked and enter your new password into both text boxes followed by clicking Submit.

**Change Password For**

**MSU NetID:** s63z433

*NOTE: By default all of the above accounts will be set to the same password. To set a password for a specific account uncheck the accounts to not be changed.*

Enter New Password

Re-Enter New Password