Updating Personal E-Mail Address

From your browser go to MSU-Billings’ home page. http://www.msubillings.edu

Click on the Student Logon Button.

On the Welcome screen select Enter Secure Area.
Enter your User ID – (Student ID with the “-“), and your PIN.

Select Personal Information from the Menu.
Select Update E-mail Address(es) from menu.

**Adding New Personal E-Mail Address**

Select Personal E-mail Address from the drop down list under Type of E-mail to Insert:. Click the Submit button.
Type in your email address in the E-Mail: text field. Click the Submit Button.
Select the email address to delete.

Check the Delete this address: check box. Click the Submit button.
Making a Personal E-Mail your preferred email address.

Select the Personal e-Mail you would like to be your preferred email address.

Check the Make this your Preferred address: check box. Click the Submit Button.
To logout click the EXIT link at the top Right. You may now close your browser.