Finding Your NetID

City College homepage: http://www.msubillings.edu/citycollege/
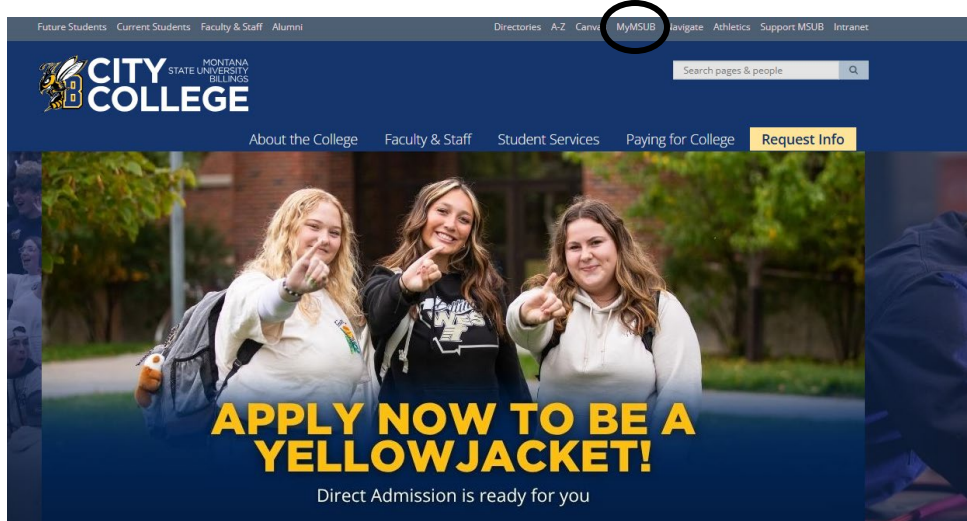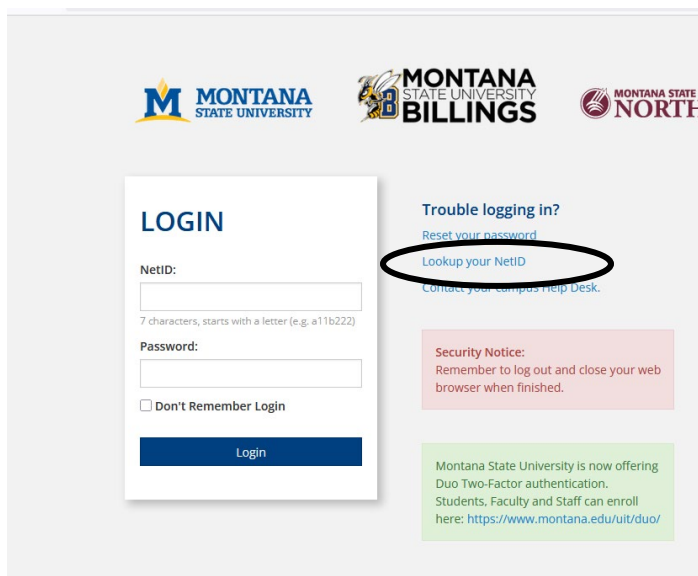
1. Click on *MyMSUB* at the top right of the page in the gray bar.

2. Click on "Lookup your NetID"

3. Enter your MSU ID (Student ID) number with the dash and click on **Submit** (this ID should be on your acceptance email from admissions@msubillings.edu or in your admissions acceptance letter that was mailed to you)

Claim/Recover Your NetID

Step 1

Enter your MSU ID

This ID begins with a - followed by 8 numbers.
(example: -12345678)

Enter ID:

-12345678

Submit

4. Enter your Date of Birth in the format indicated. Please note you can contact the help desk if you are having any issues.

Step 2

Enter Date of Birth

Format birthdate as **mm/dd/yyyy**.

(example: July 21, 1996 would be 07/21/1996)

Date of Birth:

submit

5. Your NetID will be shown in the box below, be sure to write it down before you procede the Step 3 – which is setting up your self-service password portal

Claim/Recover Your NetID

Your NetID is:

A12B345

Example NetID

Please write your NetID down before proceeding to Step 3.

Step 3