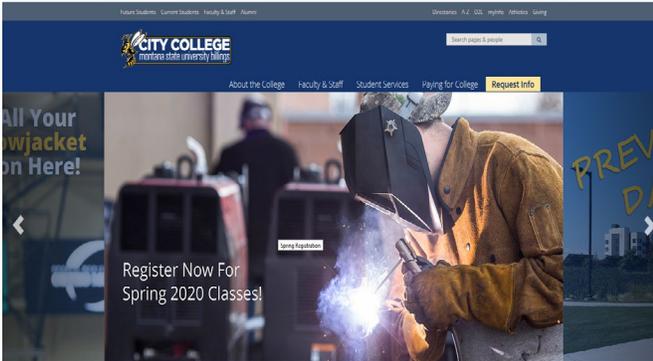


Web Registration Instructions

City College homepage: <http://www.msubillings.edu/citycollege/>

1. Select **myInfo** at the top right of the page in the gray bar



2. Click on **Log in to MyInfo**

Welcome to the MSU Billings myInfo Portal.

You must have cookies enabled on your browser.

The following systems will be unavailable on Saturday, November 10th, 2019 for scheduled maintenance:

• Banner Registration for applications.commissioner

• WebReports

Log in here:

Log in to MyInfo (NetID)

If you do not know your NetID, look it up here: [NetID Lookup](#)

If you do not know your password, reset it here: <https://password.msubillings.edu>

If you need assistance, please call the IT Help Desk at 247-5700.

myInfo

Apply for Admission

General Inquire and

Campus Directory

Class Schedule

Class Schedule (online courses only)

Course Catalog

Transfer Equivalencies

RELEASE: 03-0-0

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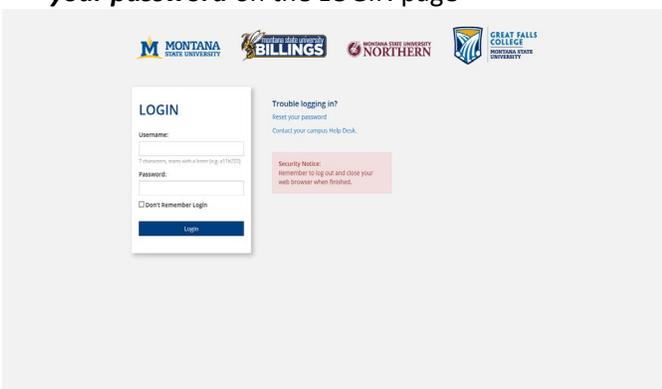
This software contains confidential and proprietary information of Efficace or its subsidiaries.

Use of this software is limited to Efficace Customers, and is subject to the terms and conditions of one or more written license agreements between Efficace and such Customers.

Enter your NetID for **Username** and enter the **Password** you created that is associated with your NetID. Click **Login**

If you don't know your NETID, click **NetID Lookup*

If you don't know your password, go to <https://password.msubillings.edu> or click **Reset your password on the LOGIN page*



3. Select **Student Information** to register for classes and view DegreeWorks

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

Select **Personal Information** to change contact info

Select **Student Records** to view holds, account summary, web bill, or transcripts

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

Registration

Registration Add/Drop, Registration Status/Current Major, Student Schedule, Academic Ad

Student Records

Unofficial Transcript, Official Transcript Request, Final Grades, Enrollment Verification, Wa

Housing and Residence Life

Room Assignment Info

Transfer Request

Submit a transfer request to another MSU campus.

Former Student Application Form

Submit a request for re-admission to MSU Billings

DegreeWorks

DegreeWorks is an electronic degree audit program and academic advising tool designed t

5. Select **Term**

Registration

INTERNET courses are Section 800 - 899.

Please be advised that upon registration University. Please visit the Advising Cen information, log onto **Business Office th**

Select Term

Add/Drop Classes

Student Schedule by Day & Time

Student Detail Schedule

Check Your Registration Status

Academic Advisor

6. Select **Add/Drop Classes**

Registration

INTERNET courses are Section 800 - 899.

Please be advised that upon registration University. Please visit the Advising Cen information, log onto **Business Office th**

Select Term

Add/Drop Classes

Student Schedule by Day & Time

Student Detail Schedule

Check Your Registration Status

Academic Advisor

- Verify E-mail Address** (This will only appear once- after that, please keep your email updated in your Personal Information tab at the top of the screen)

Verify Email

Continued

Attention: we do not have an email address for you in our system. Please click on the Update Emails button

No email addresses on record

Continue Registration Update Emails (If you click on this button, you will have to return to the Student Serv

- Elect or Waive Health Insurance**

*To change your selection, you must contact Student Health Services at 657-2153

Before registering, please select ELECT or WAIVE insurance.

All MSU-Billings students are eligible for health insurance if enrolled for 4 or more credits. All MSU-Billings students are required to have health insurance if enrolled for 7 or more credits.

If you already have health insurance coverage, you may WAIVE the MSU-Billings health insurance fee for this term.

If you do not have health insurance coverage, you may ELECT the student insurance program.

For information about the health insurance policy offered to students and their dependents, click [HERE](#).

ELECT INSURANCE WAIVE INSURANCE

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

MSU-Billings Information System

Personal Information Student Services Financial Aid Faculty Services Communications

Advisor Number Verification

Please enter your Alternate Personal Identification Number (PIN) for verification, then click Login.

Please see your Advisor for the PIN. Press the Menu Button to return to the previous menu.

Alternate PIN:

Submit

Your Alternate PIN:

- To **Add** classes, enter the **CRNs** for the classes you have chosen in the boxes provided

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

- Click **Submit Changes** to save your registration

To Withdraw completely from the term, contact the Advising Center.

Dropping to zero credits is no longer offered online at this time. If you have already accepted or paid your fees with the Business Office through the Advising Center. You may contact them at (406) 657-2240 or e-mail them at advising@msubillings.edu. If you have NOT please contact the Registrar's Office at (406) 657-2158 or e-mail them at registrar@msubillings.edu. We will then be able to make an

Add Classes Worksheet

CRNs

Submit Changes

- To **view or print** a copy of your schedule, click **Return to Menu** in the upper right hand corner

RETURN TO MENU SITE MAP HELP EXIT

Your current Institution is BL

- Select **Student Schedule by Day & Time** or **Student Detail Schedule**

Select Term

Add/Drop Classes

Student Schedule by Day & Time

Student Detail Schedule

Check Your Registration Status

Academic Advisor

- To print a schedule showing day and time, you will initially get a screen that shows the first week of class, which may begin midweek- click on **Next Week** to show a full week

Student Schedule by Day and Time:

-01082022 Joe F. Montana
Dec 22, 2005 10:33 am

Following is your schedule by day and time. Classes which are still not scheduled or that fall within a different date range than the normal term are listed at the bottom of the page.

Previous Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am			ENGL 100-001 40159 Class 8:10 am-9:10 am ASC 009		ENGL 100-001 40159 Class 8:10 am-9:10 am ASC 009		
9am			MATH 101-002 40212 Class 9:20 am-10:20 am ASC 008	PSYC 101-002 40373 Class 8:40 am-10:10 am LI 148	MATH 101-002 40212 Class 9:20 am-10:20 am ASC 008		
10am							
11am				COMT 130-002 40088 Class 10:30 am-12:00 pm LA 62S			

- If you are a **Current Student** at MSUB, your current schedule will appear. Enter a future date in the **Go To:** box to view future semester courses.