

# Web Registration Instructions

MSU Billings Home Page – [www.msubillings.edu](http://www.msubillings.edu)

## 1. Click on 'myInfo'



## 2. Click on Log in to MyInfo (NetID)

Welcome to the MSU Billings myInfo Portal.

You must have cookies enabled on your browser.

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>

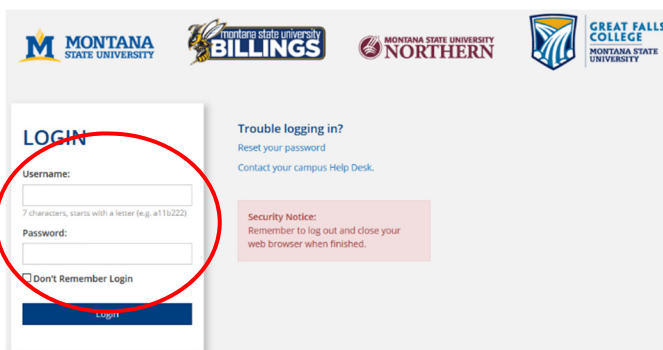
If you need assistance, please call the IT Help Desk at 247-5700.

### Other Options

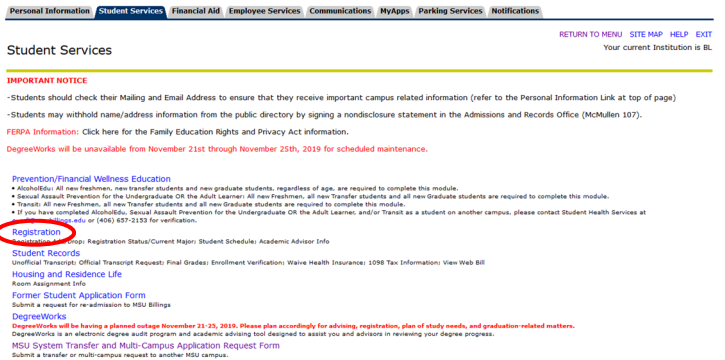
- [Apply for Admission](#)
- [General Financial Aid](#)
- [Campus Directory](#)
- [Class Schedule](#)
- [Class Schedule \(online courses only\)](#)
- [Course Catalog](#)
- [Transfer Equivalencies](#)

RELEASE: 8.8.4.1

## 3. Enter your NetID and password



## 4. Select Registration to register for classes



Select **Registration** to register for classes

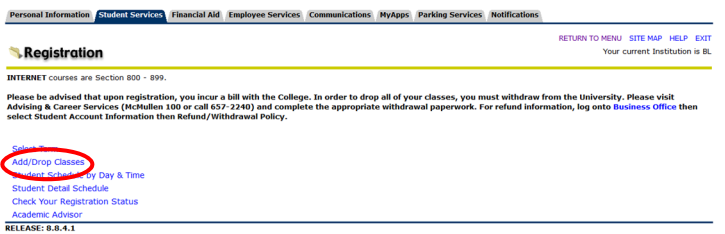
Select **Student Information** to Register for Classes

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

Select **Personal Information** to see your information and/or to change your contact information, email address

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

## 5. After you select Registration select Add/Drop Classes



## 6. Select Term you are registering for

*(continue on next page)*

7. **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)

8. 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

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

10. To add classes enter the CRN numbers in the spaces provided

After registering if you wish to drop a class, select **\*\*Web Drop\*\*** from the dropdown menu next to the course

11. Click **Submit Changes** to save your registration

12. 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 course