



# MONTANA STATE UNIVERSITY BILLINGS

## Advising Reference Guide

Welcome to Montana State University Billings! We are thankful you have chosen us to continue your education. This reference guide will help get you started with MSUB and provide you with other tools necessary to complete your degree and connect you with potential career opportunities. Advising is here to help guide and support you through your educational journey. Please contact our office with any questions.

- *Contact Information*
- *Advising Checklist*
- *Get Connected*
- *Financial Aid*
- *How to Look Up Login Information/NetID in your Secure Area*
- *Canvas Login Instructions*
- *Navigating the Class Schedule*
- *Time Block Schedule*
- *Web Registration Instructions*
- *Navigate360 App*
- *Purchasing Textbooks*
- *Get Connected*

## MSU Billings Contact Information

**Academic Support Center • (406) 657-1641 • <https://www.msubillings.edu/asc/>**

The ASC provides qualified tutors, supplemental instruction leaders, peer mentors, and resources that support students in their quest to reach their goals in a safe and encouraging learning environment.

**Advising Center • (406) 657-2240 • <https://www.msubillings.edu/advise/>**

The Advising Center assists students in creating an academic plan, which enables them to complete their program requirements as efficiently as possible.

**Business Services • (406) 657-2140 • <https://www.msubillings.edu/boffice/>**

Business Services provides information, resources, and guidance for students and parents - specifically student accounts, loans, and refunds.

**Career & Employment Services • (406) 657-2168 • <https://www.msubillings.edu/careers/>**

Career & Employment Services provides career counseling and helps students access part-time jobs, internships, and work-study opportunities while they are in school. They also support students in the job search process through resume building, cover letter creation, and mock interviews.

**Campus Store • (406) 657-2121 • <https://www.msubillings.edu/msubonline/store.htm>**

The Campus Store provides textbooks, apparel, school supplies, and more for all who are interested.

**Disability Support Services (DSS) • (406) 657-2283 • <https://www.msubillings.edu/dss/>**

Disability Support Services strives to create an inclusive and accessible environment by collaborating with students, faculty, and staff to facilitate solutions to environmental and educational barriers.

**Financial Aid • (406) 657-2188 • <https://www.msubillings.edu/finaid/>**

The Financial Aid office collaborates with students to provide access to higher education through the use of federal, state, and institutional resources.

**Housing • (406) 657-2333 • <https://www.msubillings.edu/reslife/>**

The Housing Department provides social and educational programming for residents, providing ample opportunities for interaction and involvement.

**International Studies • (406) 896-5907 • <https://www.msubillings.edu/internationalstudies/>**

The Office of International Studies offers international student admissions, study abroad opportunities, faculty-led trips, and intensive language study programs for students.

International students can apply here:

<https://www.msubillings.edu/internationalstudies/admissions/index.htm>

**IT Help Desk • (406) 247-5700 • <https://www.msubillings.edu/it/>**

Information Technology works with various electronic software to provide tech assistance as well as educational and professional resources for students, staff, and faculty.

**Library • (406) 657-1662 • <https://www.msubillings.edu/library/>**

The Library provides informational materials and services for students, staff, and faculty to support the development of educational and personal learning.

**Montana 10 • (406) 657-1649 • <https://www.msubillings.edu/mt10/>**

Montana 10 is a Montana University System scholarship program at Montana State University Billings and City College. The program offers academic, social, and financial support designed to help students succeed in college.

**Parking • (406) 657-2147 • <https://www.msubillings.edu/police/parkinginfo.htm>**

Parking passes and regulations are to promote the convenience and safety of all personnel on campus and to facilitate efficient operations.

**Registrar • (406) 657-2158 • <https://www.msubillings.edu/reg/index.htm>**

The Registrar's office provides additional resources to students by updating personal and academic records, assisting with graduating students, and facilitating the sending and receiving of transcripts.

**Student Health Services • (406) 657-2153 • <https://www.msubillings.edu/studenthealth/>**

The Student Health Services provides high-quality, cost-effective health care and mental health counseling with an emphasis on health education and wellness initiatives to promote and enhance student success.

**Student Support Services TRIO • (406) 657-2162 • <https://www.msubillings.edu/sss/index.htm>**

Student Support Services TRIO provides holistic and student-centered services, resources and educational opportunities that support and improve graduation for eligible students.

Apply for TRIO here: <https://www.msubillings.edu/sss/application/index.htm>

**Military and Veterans Success Center • (406) 657-2968 • <http://www.msubillings.edu/vets/>**

The Military and Veterans Success Center assists veterans as they navigate the steps of enrolling in and attending college while helping build a community.

**Native American Achievement Center • (406) 657-2182 • <https://www.msubillings.edu/naac/>**

The Native American Achievement Center provides support by empowering our Native student population in their individual, social, cultural, and academic development.





# Welcome to Montana State University Billings!

## Here is a checklist to help you get ready for your first day of class:

### ☐ **Apply for Scholarships:**

- Scholarship applications & information can be found at: <http://www.msubillings.edu/scholarships/>

### ☐ **Apply for Financial Aid:**

- Complete the Free Application for Federal Student Aid (FAFSA) online at: <https://studentaid.gov/fsa-id/sign-in/landing>
- The MSU Billings FAFSA school code: **002530**

### ☐ **Submit Transcripts:**

- If you have not attempted courses at another college, you will just need to submit a copy of your high school transcript.
- If you have attempted courses at another college or multiple colleges, you will need to submit an official transcript from all previously attended institutions.

### ☐ **Submit Immunization Records:**

- A copy of your immunization records will need to be submitted to **Student Health Services**.

### ☐ **Practice Accessing Campus Accounts:**

- Keep a record of your usernames and passwords. Check that your contact information is accurate.*
- You will need to download the Duo app, as all accounts require two-factor authorization: <https://www.msubillings.edu/it/software/duo/enroll.htm>
- MyInfo** - Access your MSU Billings student records, financial aid information, final grades, or register for classes. You can access MyInfo from the top right corner on the MSU Billings homepage ([www.msubillings.edu](http://www.msubillings.edu)). Click "Login to MyInfo – NetID" and use your NetID and password to sign in.
  - If you do not know your NetID, reference page 7.
  - If you do not remember your password, reset it here: <https://password.msubillings.edu/>
- Degree Works** – Monitor your progress toward degree completion. Degree Works provides a more accessible, convenient, and organized way for students to know where they are academically and how they can plan the rest of their college careers. Degree Works is accessible by logging into MyInfo > Student Services > Student Information.
- Canvas** – Access your courses here; online and in-person will use this! This is where you can access course materials, grades, quizzes, discussions, and more. Courses won't be available until the beginning of each semester on the 1<sup>st</sup> day.

### ☐ **Review the Admissions Checklist - located in MyInfo**

### ☐ **Review Your Class Schedule After Registering:**

- To print your class schedule, login to **MyInfo** > Student Services > Student Information > Registration > Student Detail Schedule > select term, and print!



- ❑ **Waive/Elect Student Health Insurance:**
  - Go to [msubillings.edu](https://msubillings.edu) and sign in to MyInfo > Student Information/Services > Student Records > Waive Health Insurance.
  - For any questions or issues, contact the Business Office at (406) 657-2140.
- ❑ **Purchase Books:**
  - See page 15 for how to find your course textbooks.
  - You may purchase books or view campus store hours online at: [msubillings.bncollege.com](https://msubillings.bncollege.com)
- ❑ **Accept Financial Aid Offer: within 30 days of being awarded.**
  - Login to your **MyInfo** account, select **Financial Aid**, select **My Award Information** and choose what you want to accept/decline.
- ❑ **Confirm Attendance / Arrange Payment:**
  - Login to your **MyInfo** Account, select Student Services > Student Information > Student Records > Web Bill > Select Term and Confirm Attendance.
  - Review your bill to confirm your student health insurance selection.
  - **Pay in full by the third day of classes or set up an installment plan with the Business Services Office (406-657-2140).**
- ❑ **Get a U-Card (Student ID Card):**
  - Stop by the **Registrar's Office**, bring a photo ID, and be ready to have your photo taken.
  - You can use the Get App to upload a picture and have a card mailed to you or picked up at the Registrar's office in McMullen Hall.
- ❑ **Contact/Apply for Different Services: (See page 2-3 for additional information)**
- ❑ **Student Health Learning Modules**
  - Contact Student Health Services at (406) 657-2153 for updated information on how to complete these.
- ❑ **Create a CareerLink Profile:**
  - Create a CareerLink profile at: <https://www.msubillings.edu/careers/clmenu.htm>
  - Look for work study positions, part-time jobs, and internships.
  - Upload your resume (in a Word document) to apply and/or receive editing suggestions from a professional career specialist.
- ❑ **Download the Navigate360 App:**
  - Connect with resources, schedule appointments, view your course schedule, and find a study buddy: [www.msubillings.edu/navigate](https://www.msubillings.edu/navigate)





## Financial Aid

### File FAFSA now at [FAFSA.gov](https://fafsa.gov)

(Free Application for Federal Student Aid)

The FAFSA must be completed Yearly

#### Fall 2025 or Spring/Summer 2026:

Complete the 2025-26 FAFSA

#### Next Fall/Spring/Summer (2026-27):

Complete the 2026-27 FAFSA

FAFSA Opens Oct. 1<sup>st</sup> for the  
following academic year

File at [fafsa.gov](https://fafsa.gov)

MSUB school code: 002530

**MSUB Priority Date is Dec. 1<sup>st</sup>**  
for the following Fall/Spring/Summer

#### FAFSA Accepted Year-Round

File as soon as possible though! Can take 10 weeks to process.

### Things You Need for FAFSA

- **FSA ID** - username and password. Required to sign FAFSA online. One parent of a dependent student\* also needs an FSA ID. To create or edit FSA ID or reset password go to [studentaid.gov](https://studentaid.gov)
- **Social Security Numbers & Birth dates** - student and parents\*
- **Income Tax Records & W2s** —student and parents\*, FAFSA uses tax information from two year's prior, which means you don't have to wait to file your taxes in order to file your FAFSA!
- **Records of Untaxed Income**, such as child support received, interest income, untaxed benefits - student and parents\*
- **Records of Assets**, includes bank accounts, stocks, real estate investments (does not include the home or family farm where you live, retirement savings) – student and parents\*

### More FAFSA Tips

- **Take Your Time.** Be careful and thorough to get an accurate FAFSA. If asked if you want to skip questions, say "no."
- **Read Help & Hints** (in the sidebar) or chat with a FAFSA rep. FAFSA uses specific definitions for words, so read explanations.
- **Enter MSUB School Code—002530** on right-hand side of school selection screen to save time when adding MSUB to FAFSA.
- **Transfer Tax Data.** If eligible, you must give your consent to pull IRS data.
- **\*Students under 24** must provide parent information (including stepparent if parent is remarried) unless they can document one of the specific exclusions asked about on the FAFSA, such as if the student is married or has no contact with parents due to an abusive home situation. Search "FAFSA Dependency Status" on [StudentAid.gov](https://StudentAid.gov) for more information.

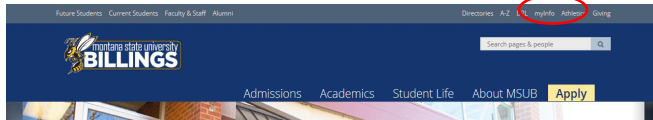
### FAFSA is Just the First Step in the Process

Check your [MyInfo](#) regularly for the status of your offer or missing requirements. Contact MSUB Financial Aid Office if you have questions: 406-657-2188 or [finaid@msubillings.edu](mailto:finaid@msubillings.edu). Include name and your student ID.

# How to Login to MyInfo and Find Your NetID

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

## 1 Click on MyInfo



## 2 If you do not know your NetID, click NetID Lookup to find your NetID and set a password

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](#)

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## 3 Enter your Student ID in the box



Claim/Recover Your NetID

**Step 1**

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

Enter ID:

[I don't know my MSU ID](#)

**Need help?**  
Contact your campus Help Desk.

<b>Billings Help Desk</b> 406-247-5700 <a href="mailto:helpdesk@msubillings.edu">helpdesk@msubillings.edu</a>	<b>Great Falls Help Desk</b> 406-771-4440 <a href="mailto:helpdesk@gfmsu.edu">helpdesk@gfmsu.edu</a>
<b>Bozeman Service Desk</b> 406-994-1777 <a href="mailto:helpdesk@montana.edu">helpdesk@montana.edu</a>	<b>Northern Help Desk</b> 406-265-3765 <a href="mailto:helpdesk@msun.edu">helpdesk@msun.edu</a>

## 4 Enter your birth date in the box



Claim/Recover Your NetID

**Step 2**

Enter Date of Birth  
Format birthdate as mm/dd/yyyy.  
(example: July 21, 1996 would be 07/21/1996)

Date of Birth:

**Need help?**  
Contact your campus Help Desk.

<b>Billings Help Desk</b> 406-247-5700 <a href="mailto:helpdesk@msubillings.edu">helpdesk@msubillings.edu</a>	<b>Great Falls Help Desk</b> 406-771-4440 <a href="mailto:helpdesk@gfmsu.edu">helpdesk@gfmsu.edu</a>
<b>Bozeman Service Desk</b> 406-994-1777 <a href="mailto:helpdesk@montana.edu">helpdesk@montana.edu</a>	<b>Northern Help Desk</b> 406-265-3765 <a href="mailto:helpdesk@msun.edu">helpdesk@msun.edu</a>

## 5 Write down your NetID, then click the password reset link and follow the password reset prompts

Claim/Recover Your NetID

Your NetID is:  
a11b222

Please write your NetID down before proceeding to Step 3.

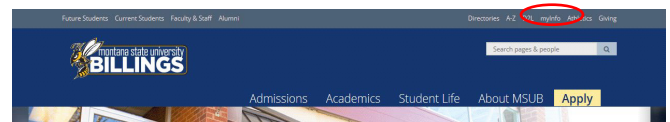
**Step 3**

Set Password  
Set NetID password at the [Self-Service Password Portal](#)

**Need help?**  
Contact your campus Help Desk.

<b>Billings Help Desk</b> 406-247-5700 <a href="mailto:helpdesk@msubillings.edu">helpdesk@msubillings.edu</a>	<b>Great Falls Help Desk</b> 406-771-4440 <a href="mailto:helpdesk@gfmsu.edu">helpdesk@gfmsu.edu</a>
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## 6 Once your password is reset, go back to the MSU Billings homepage and re-enter MyInfo



## 7 Click 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](#)

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## 8 Enter your NetID and password to enter MyInfo

**LOGIN**

Username:

7 characters, starts with a letter (e.g. a11b222)

Password:

☐ Don't Remember Login

**Trouble logging in?**  
[Reset your password](#)  
 Contact your campus Help Desk.

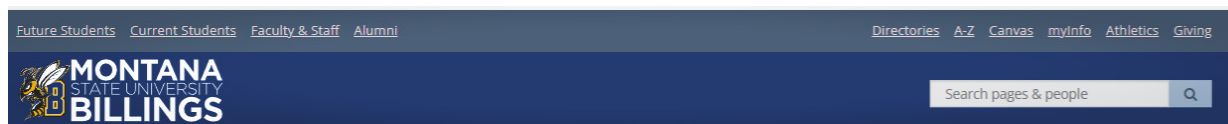
**Security Notice:**  
Remember to log out and close your web browser when finished.



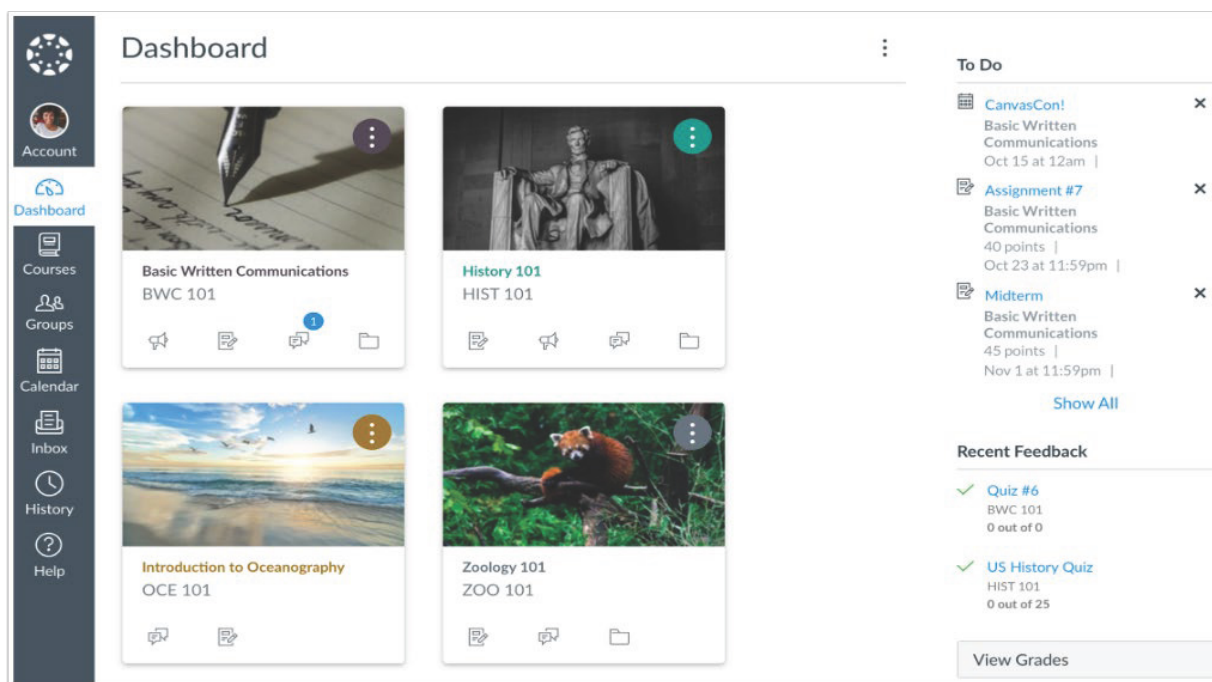
# Canvas Login Instructions

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

1. The link will be in the grey bar towards the top of the MSUB website

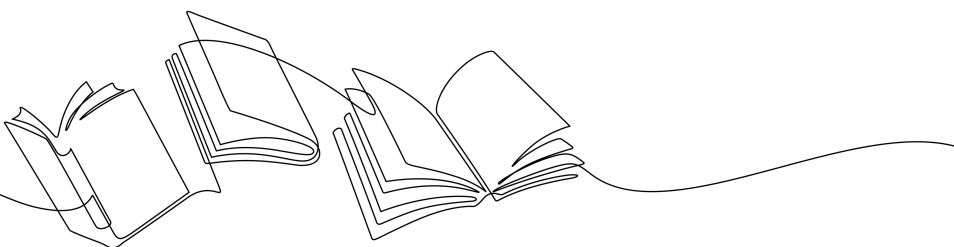


2. Your MSUB email and password will be used to login; no NetID!
  - a. You can look up your various ID's (including your student email) in your MyInfo account under 'Student Information.'
  - b. Your student email *should* be [firstname.lastname@msubillings.edu](mailto:firstname.lastname@msubillings.edu) and the password is the same as your MyInfo password
    - i. Your MSUB student email can be accessed through Microsoft Outlook
    - ii. If you sign into Microsoft Office, Word, Excel, etc. with this email you will have full access to the programs.
3. Duo's two-factor authorization is required to login; just like with MyInfo
  - a. Setting up Duo: <https://www.msubillings.edu/it/software/duo/enroll.htm>
4. The landing page once you login will be your 'dashboard' and includes global navigation items on the left side of your screen
  - a. On the dashboard, there will be one 'block' for each course you're registered for



5. Once you select a course/block, you will see the 'Home' page for it
  - a. The **left sidebar** allows you to view different tabs within each course
    - i. This menu can look different for each course

6. Even if your courses meet in-person, you will still utilize Canvas!
    - a. Instructors might have you turn assignments/papers in digitally rather than by hand, read a paper/article they post, or even take quizzes! It'll depend on each course/instructor though
  7. Once logged in to Canvas, find the Passport class to learn how to use Canvas
  8. Download the Canvas app, type "MSU Billings" in Find my school to login
    - a. QR codes attached to download app
    - b. Link for android download:
   
[https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en\\_US](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en_US)
    - c. Link for Apple download:
   
<https://apps.apple.com/us/app/canvas-student/id480883488>
  9. If you have any questions, Canvas has a "Help" button in the Global Navigation menu (on the left side of your screen while on the main dashboard)
    - a. This opens a menu with links to Guides (how-to's for common questions/issues) as well as contact information for various resources
  10. Any issues with logging in/accessing your student email needs to go to IT, call 406-657-5700.
- For any issues or concerns with your Canvas page or courses, call 406-657-2112 for the Center for Teaching and Learning.



# Navigating the Class Schedule

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

## • Click on 'myInfo'



## • Click on 'Class Schedule'

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 Director](#)

[Class Schedule](#)

[Class Schedule \(online courses only\)](#)

[Course Catalog](#)

[Transfer Equivalencies](#)

RELEASE: 8.8.4.1

## • Select...

- **Term**, semester and year
- **Subject**, (M – Mathematics)
- **Course Type** (specify Any, Online, or Face-to-Face)
- **Course Number** (or leave blank to see all M courses being offered)

## • Click 'Search Class'

Term: Select Term

Subject List: (switch to subject index)

HTH - Health  
HVC - Heating, Vent, AC & Refrig  
ITS - Information Technology Systems  
JRNL - Journalism  
KIN - Kinesiology  
LANG - Languages  
LING - Linguistics  
LIT - Literature  
LSCI - Library Science  
M - Mathematics

Instructor: All Instructors

Adcock, Elizabeth J  
Adkins, Jason M  
Aldrich, Margo L

Course Type: Any  
Online  
Face to Face

Course Number: 121

Days: Mon Tues Wed Thur Fri Sat Sun

Begin Time: Hour Minute End Time: Hour Minute

Search Class

Reset

## • Special Notes about the course are listed under the class title:

- Online** courses are always section 800 or above and will say **Online** next to the number of credits
- Some courses are offered both online and face-to-face, these courses will have a section numbered 600 or above, and will say **Blended – Online and Onsite** next to the number of credits
- Some courses offered Hyflex are numbered 700 or above and will say **Hyflex**. This allows students to choose in person or online and can change the modality throughout the semester as needed.
- If it states "Consent of Instructor" you will need to have approval before registering for the course
- Under the **Title – Catalog Description** it lists meeting time: M-Monday; T-Tuesday; W-Wednesday; R-Thursday; F-Friday
- If the Cap, Enrl, Avail columns are in green the course is open. If they are in red the course is full

## • Find the section that best suits your schedule and write down the CRN. You will need the CRN to register for that course specifically

These search results are valid as of 01:07 PM  
Full Search: [View All Instructors](#)

Subject	Class	Title - Catalog Description	CRN	Cap	Enrl	Avail	Instructor	Default
Psychology	PSYC 100-001	Intro to Psychology	60007	22	13	219	Fragas, Brent	09/05-12/17
	PSYC 100-002	Intro to Psychology	62719	36	7	21	Malina, Matthew Lynn	09/05-12/17
	PSYC 100-003	Intro to Psychology	60009	222	16	214	McMahan, Matthew H.	09/05-12/17
	PSYC 100-007	Intro to Psychology	61789	36	2	28	Malina, Matthew Lynn	09/05-12/17
	PSYC 100-008	Intro to Psychology	61411	40	40	0	McMahan, Matthew H.	09/05-12/17



## TIME BLOCK SCHEDULE (a tool to help schedule your courses!)

Student:

Term:

ID:

Alternate PIN:

Date:

Monday		Tuesday		Wednesday		Thursday		Friday	
7:00-8:00		7:00-8:30		7:00-8:00		7:00-8:30		7:00-8:00	
8:10-9:10		8:40-10:10		8:10-9:10		8:40-10:10		8:10-9:10	
9:20-10:20				9:20-10:20				9:20-10:20	
10:30-11:30		10:30-12:00		10:30-11:30		10:30-12:00		10:30-11:30	
11:40-12:40				11:40-12:40				11:40-12:40	
12:50-1:50	12:50-2:20	12:10-1:40		12:50-1:50	12:50-2:20	12:10-1:40		12:50-1:50	12:50-2:20
2:00-3:00		2:00-3:30		2:00-3:00		2:00-3:30		2:00-3:00	
	2:30-4:00				2:30-4:00				2:30-4:00
3:10-4:10		3:40-5:10		3:10-4:10		3:40-5:10		3:10-4:10	
4:20-5:20	4:10-5:40			4:20-5:20	4:10-5:40			4:20-5:20	4:10-5:40
6:00-9:00		6:00-9:00	6:00-7:30	6:00-9:00	6:00-7:30	6:00-9:00	6:00-7:30	6:00-9:00	6:00-7:30
			7:40-9:10		7:40-9:10		7:40-9:10		7:40-9:10

### ONLINE COURSES:

Online Course

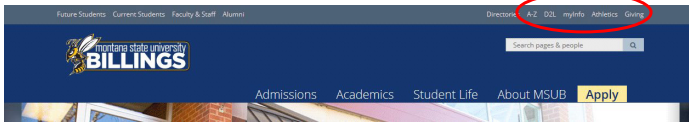
Course Number (ex. BIOB 101)

_____	_____
_____	_____
_____	_____

# Web Registration Instructions

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

## 1 Click on 'myInfo'



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

## 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>

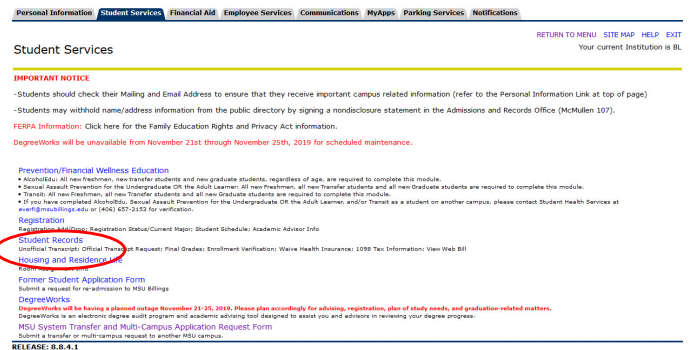
If you need assistance, please call the IT Help Desk at 247-5700.

### Other Options

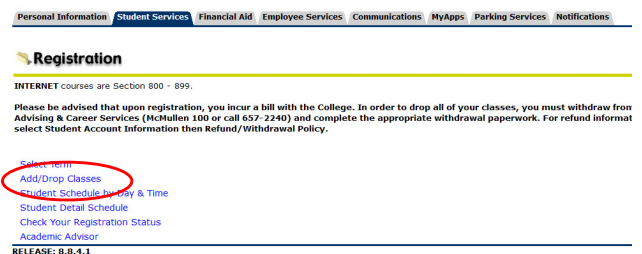
[Apply for Admission](#)  
[General Financial Aid](#)  
[Campus Directory](#)  
[Class Schedule](#)  
[Class Schedule \(online courses only\)](#)  
[Course Catalog](#)  
[Transfer Equivalencies](#)

RELEASE: 8.8.4.1

## 4 Select Registration to register for classes



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



## 6 Select Term you are registering for.

(continued 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, 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

- 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**

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

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.



# Navigate360 App

Students are encouraged to download the Navigate360 App at [www.msubillings.edu/navigate](http://www.msubillings.edu/navigate). The app allows students to set appointments with their advisor(s) and others on campus that help them navigate various aspects of college life. You can also easily view your schedule here as well as connect with study buddies!



**Navigate @MSUB**

College is complex.  
Make it simpler.

**Download today**  
[msubillings.edu/navigate](http://msubillings.edu/navigate)

The app interface shown on the phone includes:

- 9:17
- Hey
- You've got a few things going on today
- Thu, Apr 28 Refresh
- You have 1 hold. Here's how to resolve it.
- 2 classes today. Next class: ECHM412R at 10:50am
- EXPLORE
- To-Do
- Study Buddies
- Resources
- Surveys
- Holds
- Class Schedule
- My Major
- Account





## TEXTBOOK ORDERING

\*\*\*THE CAMPUS STORE NO LONGER HAS BOOKS IN STORE\*\*\*

1

Visit our online bookstore at <https://msubillings.spirit.bncollege.com/> and click "Bookstore" in the top left

2

Hover over "Course Materials & Textbooks" and click on "Find Course Materials" on the home page to begin shopping

3

Click "Let's Get Started" and enter your NetID (x99x999) to auto fill your courses and the materials needed for each class. You may also "shop by course," by entering in each course separately. Pay close attention to your class section numbers!!

4

Make your selections, add them to your cart & checkout.

5

Create an account, select your shipping preference & submit!

### ADDITIONAL INFORMATION

- Begin shopping the online bookstore 4 to 6 weeks before classes start each semester
- Multiple payment options are available including PayPal & UCard
- FREE shipping on orders of \$79 or more
- Different shipment options through FedEx, UPS, or USPS
- Ship to the Campus Store for quick & easy pick up or directly to your home!
- Visit the **HELP CENTER** for information on returns, buyback, digital questions, etc. or contact customer service at **1-800-325-3252**



## GET CONNECTED

### Campus Logons & University Apps

IT SERVICE DESK  406-247-5700

START HERE!

**SET/RESET PASSWORD:** [password.msubillings.edu](https://password.msubillings.edu)

- View your IDs at MyInfo under Personal Information – View IDs ♦



### MYINFO

Register for Classes | View Financial Aid | View Logon Credentials | Check Grades

**USERNAME:** NetID (a12b345)

**PASSWORD:** #####@msub (#####=last 4 of student ID) OR as SET by student

<https://www.msubillings.edu/myinfo>

Welcome to the MSU Billings myInfo Portal.  
You must have cookies enabled on your browser.  
Log in from:  
Log in to myInfo (Student)  
If you do not know your NetID, look it up here: [NetID Lookup](#)  
If you do not know your password, reset it here:  
[Reset Password](#) or visit the IT Service Desk  
If you need assistance, please call the IT Help Desk at 406-247-5700.  
Office options:  
[Apply for Admission](#)  
[Request Financial Aid](#)  
[Request Transcript](#)

### NETID

Access Campus Computers/Labs | Printing | Campus Wireless (MSUB-mobile)

**USERNAME:** NetID (a12b345)

**PASSWORD:** #####@msub (#####=last 4 of student ID) OR as SET by student



### MSUB EMAIL: [outlook.office.com](mailto:outlook.office.com)

Official MSU Billings Email: [outlook.office.com](mailto:outlook.office.com)

**USERNAME:** firstname.lastname@msubillings.edu

**PASSWORD:** #####@msub (#####=last 4 of student ID) OR as SET by student



### MICROSOFT OFFICE (FREE to current students!)

Log into official MSU Billings email | Click on Menu button (top-left)

Click Microsoft 365 icon | Click Install and more | Select: Office 365 apps



### BOX: [msubillings.box.com](https://msubillings.box.com)

Cloud Storage – access from on/off campus on any device

**USERNAME:** MSUB email

**PASSWORD:** #####@msub (#####=last 4 of student ID) OR as SET by student



### WEBEX: [msubillings.webex.com](https://msubillings.webex.com)

Online student meetings and tutoring

**USERNAME:** MSUB email

**PASSWORD:** #####@msub (#####=last 4 of student ID) OR as SET by student



### OTHER UNIVERSITY SOFTWARE: [www.msubillings.edu/it/software/student.htm](https://www.msubillings.edu/it/software/student.htm)



## HELP

MSUB IT SERVICE DESK | 1st Floor MSUB LIBRARY | 406-247-5700 | [servicedesk@msubillings.edu](mailto:servicedesk@msubillings.edu)

CENTER FOR TEACHING AND LEARNING (CTL) | COE 328 | 406-657-2112 | [ctl@msubillings.edu](mailto:ctl@msubillings.edu)

CANVAS SUPPORT HOTLINE (24/7) | 855-286-5289 | [msubillings.instructure.com](https://msubillings.instructure.com)

STEP BY STEP | [www.msubillings.edu/logons](https://www.msubillings.edu/logons)