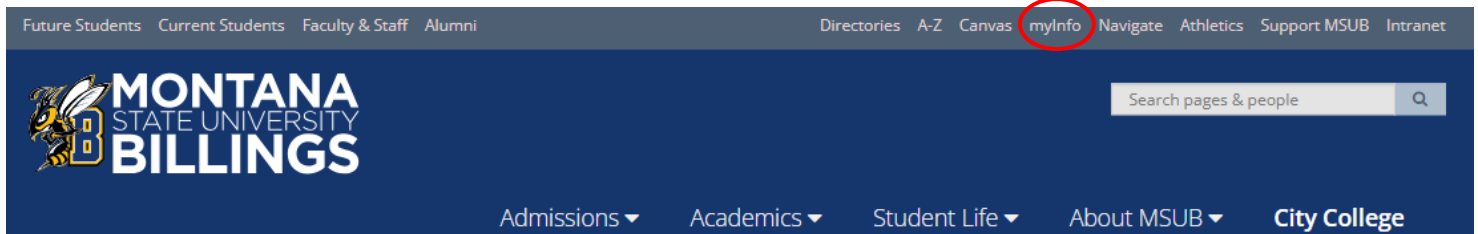


How to Self-Register:

MSU Billings Homepage: <https://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](#)

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3. Enter your NetID and password

4. Select the Student Services tab or the Student Information option

Personal Information **Student Services** Financial Aid Faculty Services Employee Services Communications MyApps Parking Services Notifications

 Have you setup your new Student Email powered by Office 365? Click link to learn more. [Office 365 Email Information](#)

[Undergrad Admissions Checklist](#)
Student Information
Registration Add/Drop; Registration Status/Current Major; Student Schedule; Academic Advisor Info; Transcripts; Final Grades; Enrollment Verification; Waive Health Insurance; 1098 Tax Information; Housing Room Assignment
[Electronic Billing and Payment](#)
Review your most recent Electronic Billing Statement via QuikPay, make Payments, Setup an Authorized Payer(s), Setup Payment Plans, or Enroll in Direct Deposit.
[Financial Aid Information](#)
Review your Financial Aid awards; Accept your Financial Aid awards; Review documentation requirements; Review charges and payments
[Employee Information](#)
View your Pay Stub; View your Leave Balances; View your W2 and W4 Tax Information "IMPORTANT TAX RETURN DOCUMENT AVAILABLE"
[Faculty Information](#)
Faculty Schedule; Class Rosters; Final Grading; Registration; Student Records; Student Information; Change of Grade Form; Independent Study Contract; Incomplete Grade Form
[Personal Information](#)
View or Update your address(es), phone number(s), e-mail address(es). ****IMPORTANT**** Enter your Emergency Contact Information now to ensure the accuracy of our records in case of emergency. [Click Here](#) to Enter Information
[Communications](#)
University Communications
[Financial Aid \(9x\)](#)

[Return to Homepage](#)

5. Select Registration

Personal Information **Student Services** Financial Aid Faculty Services Employee Services Communications MyApps Parking Services Notifications

Student Services

IMPORTANT NOTICE

- Students should check their Mailing and Email Address to ensure that they receive important campus related information (refer to the Personal Information Link at top of page)
- Students may withhold name/address information from the public directory by signing a nondisclosure statement in the Registrar's Office (McMullen 107).


FERPA Information: Click here for the Family Education Rights and Privacy Act information.

[Student Profile](#)
Registration
Registration Add/Drop; Registration Status/Current Major; Student Schedule; Academic Advisor Info
[Student Records](#)
Unofficial Transcript; Official Transcript Request; Final Grades; Enrollment Verification; Waive Health Insurance; 1098 Tax Information; View Web Bill
[Housing and Residence Life](#)
Room Assignment Info
See your Housing Portal at <https://www.msubitings.edu/reslife> click on Apply Here
[Former Student Application Form](#)
Submit a request for re-admission to MSU Billings
[DegreeWorks](#)
Please clear your cache before using DegreeWorks; this may resolve issues because of a recent upgrade.
Please use Google Chrome to access DegreeWorks.
DegreeWorks is an electronic degree audit program and academic advising tool designed to assist you and advisors in reviewing your degree progress.
[MSU System Transfer and Multi-Campus Application Request Form](#)
Submit a transfer or multi-campus request to another MSU campus.
[Financial Aid \(9x\)](#)

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6. Select Add/Drop Classes

Personal Information **Student Services** **Financial Aid**

 **Registration**

INTERNET courses are Section 800 - 899.

**Please be advised that upon registration, you incur a b
the appropriate withdrawal paperwork. For refund info**

[Select Term](#)
[Add/Drop Classes](#)
[Student Schedule by Day & Time](#)
[Student Detail Schedule](#)

RELEASE: 8.11

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7. Select the Term you are registering for

8. Select either **Elect Insurance** or **Waive Insurance** (make sure you read this screen carefully and contact Student Health Services if you have any questions: 406-657-2153)

Before registering, please select **ELECT** or **WAIVE** insurance.

All MSU Billings students are required to have health insurance if enrolled for 6 or more credits.

If you have other medical insurance coverage, you may **WAIVE** the University sponsored student insurance plan.

If you do not have health insurance coverage, or you wish additional coverage, you may **ELECT** the student insurance.

Keep in mind that many out-of-state policies provide minimal or no coverage in Montana.


Blue Cross Blue Shield of Montana underwrites the student insurance program. For information about the health insurance policy offered to students, click [HERE](#).

Notice: Knowingly furnishing false information to any University official, faculty member or office is a violation of the Student Conduct Code and is subject to the disciplinary sanctions of the code.

9. Enter your **Alternate PIN**- This code can be provided to you by your advisor. It changes every semester.

10. To add classes, enter in the CRN numbers (which can be retrieved from the [Class Schedule](#)) in the spaces provided:

Add/Drop Classes: -01082022 Joe F. Montana
Spring 2006
Dec 22, 2005 09:42 am

 Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

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, you must do a University Withdrawal through the Advising Center. You may contact them at (406) 657-2240 or e-mail them at advising@msubillings.edu. If you have NOT paid fees or confirmed your attendance 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 arrangements to drop your courses.

Add Classes Worksheet

CRNs										
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

11. Click **Submit Changes** to save registration and officially get signed up for the classes

12. To view or print a copy of your schedule, click **Return to Menu** in the upper-right corner. Select **Student Schedule by Day & Time** or **Student Detail Schedule**.

If you have any questions, please call the Advising Center at:
406-657-2240! 😊

Updated: 8/2025