NEW REGISTRATION INSTRUCTIONS!

**Registration will open on October 28th!**

READ Carefully — Important Information about changes in the MSSE Registration Process!

TO:

FROM: Diana Paterson, MSSE Associate Director – dianap@montana.edu

To START the registration process, go to this link:

http://www.montana.edu/msse/students/spring-2016.html

You will see the list of Spring 2016 courses. Clicking on a course title will open a course description. Once you have decided on the course(s), then make note of the CRN number as well as the course rubric and title. If you are registering for EDCI 505 Foundation of Action Research choose the section taught by your instructor of choice.

Scroll to the bottom of the Spring 2016 webpage and click on the “Register Now” link. When Registration opens on October 28th, this link will connect you with the “MyInfo” Registration portal.

Select “Enter Secure Area”. Enter your “MyInfo” User ID and PIN number.

Your MyInfo user ID is your eight digit student ID with a dash in front (example: -01234567) or use your Social Security number without any dashes (example: 123456789).

If you have not yet set a PIN, your initial MyInfo PIN is your birth date entered as a ddmomyyyy with no spaces (example: 01jan1980). The month must be lower case. You will be asked to create a new PIN and to set up 2 security questions. This will allow you to reset your PIN if needed at a later date. Your new PIN must be 8 or more characters and must have letters, numbers, and a special character (such as @, #, $, *, !) included.

If you can’t remember your pin, click the Forgot Pin button and you will be prompted to reset your pin. Five unsuccessful login attempts will lock your record. To avoid a lock, use the Forgot Pin button after the 4th unsuccessful attempt to login. If you are locked out of your account, or if you still can't log in after following the instructions above, you may need to
have your PIN reset. Call the IT Services Help Desk at (406) 994-1777 to have your PIN reset.

An ethnicity survey may appear the first time you log into MyInfo. You may fill out the survey or decline. This will only appear the first time you log into the MyInfo system.

If you have any trouble logging in please contact the IT Services Help Desk at (406) 994-1777.

Once you are successfully logged into “MyInfo”, you will see a series of tabs across the top as well as links on the home page.

Click on the **Student Services** link or tab.

Select the **“Registration Link”**.

Click on **“Add/Drop Classes”**.

You will be asked to verify or add a preferred e-mail address and update your contact information.

Select the term you wish to register for (Spring 2015) and click **“Submit”**.

If you are trying to register outside of the registration timetable, a message will appear telling you when you may register.

If you get a message that you may not register due to a hold, click the View Holds link at the bottom center of the screen. You can navigate back to the registration page by clicking the Student Services tab at the top of the page.

You will be asked to provide your Advisor PIN. This unique Advisor PIN changes each semester and is provided by the MSSE office to students admitted to the program.

Enter the Advisor PIN number and click **“Submit”**.

If it is your time to register and you have no holds on your account then the Add Classes Worksheet will appear.

Select **“Courses to Take”**, enter the CRN number(s) of the course(s) that you want to take.

Once you have added the CRN’s of the classes you want click **“Submit Changes”**.
If you get an error registering, check the Common Registration Errors information.

Once you have registered your bill will be automatically generated and will be viewable from the Students Records portion of MyInfo.

If you have registered for 6 or more credits you will be asked to either waive the University Health Insurance, choose this option if you are currently covered by your own policy) or elect the School's Insurance. If you are registered for less than 6 credits you can call student health and request to have the School Insurance, (406 994-2311).

**Be sure to CHECK your Schedule!**

Log into the MyInfo “Secure Area”.

Click on the **“Student Services”** link or tab.

Select the **“Registration”** link.

Click on Student Detail Schedule to view the classes you are registered for.

If you have any questions and/or concerns about Spring 2016 registration, don’t hesitate to contact me. I am happy to help!

Best Regards,

**Diana**

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