*Registration is Open for Summer 2016 and Fall 2016!*

**Register for courses as soon as possible to be ensured of getting your choices!**

**READ REGISTRATION INSTRUCTIONS CAREFULLY!**

To:

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

Beginning Spring 2016, registration procedures changed for MSSE students. Before you register, read through all of the registration instructions carefully.

To START the registration process for Summer 2016, go to this link:

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

You will see the list of Summer 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 listed on the Summer 2016 webpage.

Scroll to the bottom of the Summer 2016 webpage and click on the “Register Now” link. 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.

To register, 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 (Summer 2016) 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. Your Advisor/Alternate PIN is: . This unique Advisor PIN changes each semester.

Enter the Advisor/Alternate 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, click on “Submit Changes”.

If you get an error registering, check the Common Registration Errors information.
After you have registered, your bill will be available in two weeks and will be viewable from the Students Records portion of MyInfo. Be sure to pay the tuition/fees by the first day of the summer session. **NOTE:** For those of you who are registering for summer campus courses, the Distributive Learning Fee will not be included in your tuition/fees. This fee applies only to online/distance courses.

If you register for six 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 MSU Insurance. If you are registered for less than six credits, you may call Student Health and request to have the school insurance removed, (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.

Fall 2016 Registration will also be opened at the same time as Summer 2016 (March 28, 2016). Register for classes as soon as possible to be ensured of getting your choices. Go to this link to begin: [http://www.montana.edu/msse/students/fall-2016.html](http://www.montana.edu/msse/students/fall-2016.html). Follow the same procedure as given for Summer 2016. If you have any questions and/or concerns about Summer 2016 or Fall 2016 registration, don’t hesitate to contact me. I am happy to help!

*Diana*

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