Fall 2018 Registration Instructions

Please read through all of the registration instructions carefully. Student ID numbers and Alternate/Advisor PIN numbers were emailed on Monday, March 19th. If you did not receive an email with your ID and PIN, then contact Diana at dianap@montana.edu.

To START the Fall 2018 registration process, go to this link:


This link provides access to the “MyInfo” Registration portal. (The registration links will not be opened until March 26th.)

1. Select “Enter Secure Area”.

2. Enter your MyInfo user ID. (Be sure to enter the dash in front of your ID number.)

3. Enter your MyInfo PIN.
   a. If you have never entered the secure area before or if your PIN has been reset, your PIN is your birthdate. For example, if you were born on April 9, 1992, your PIN would be 09apr1992. Please note that this format is case sensitive, and must be entered without any spaces or dashes.
   b. If you have entered the secure area before, then your PIN is whatever you have previously designated.
   c. If you have forgotten your PIN, enter your user ID as listed in step 5, then click “Forgot Pin?” The system will prompt you to answer the security questions that you had previously established.

4. To register for coursework, click on “Student Services,” then “Registration.”

5. You will be asked to verify or add a preferred email address and update your contact information; please do so.

6. You will be asked to either waive your 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 may call Student Health and request to have the MSU insurance removed, (406 994-2311).

7. Click on “Add/Drop Classes.”

8. Select the appropriate term and click “Submit.”

9. 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.

10. The next window to open will be the “Advisor Verification Number” page. Enter your “Alternate/Advisor PIN” and click “Submit.”

11. The next page to open will be the “Add Classes Worksheet.” Enter the course CRN number into the boxes and click on “Submit Changes.” The system may be a bit slow as it has to gather data from many different areas, so please be patient. If you do not have the CRN number, click on the “Class Search” button. You can choose to search classes by subject, instructor, or time. If there is a class in the class search that you want, check the box next to the course and click on “Register” at the bottom of the page. If there is no check-box, then the class is either closed, designated “Restricted Entry,” or requires “Consent of Instructor.”

12. In MyInfo, the classes you registered for will show under the “Current Schedule” section of the Add/Drop page. If you want to drop a course from the schedule, simply use the drop-down menu under “action” so that “Drop on the web” shows, and click “Submit Changes.”

If you have any questions and/or concerns about Fall 2018 registration, don’t hesitate to contact Diana.