Spring 2019 Registration Opens October 29, 2018!

**Registration Instructions**

Read through all of the registration instructions *carefully*.

To **START** the Spring 2019 registration process, go to this link:

http://www.montana.edu/msse/students/spring-2019.html

You will see the list of Spring 2019 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 Spring 2019 webpage.

When you have decided on your courses, scroll down to the “Register Instructions” link. This link will give you access to the “MyInfo” Registration portal.

Select “**Enter Secure Area**”. Enter your “MyInfo” User ID and PIN number. If you have not yet set a password for MyInfo, your initial MyInfo password is your birth date entered as a ddmonyyyy with no spaces (example: 01jan1980). The month must be lower case. You will be asked to create a new password/pin and to set up two security questions. This will allow you to reset your password/pin if needed at a later date. Your new password/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 password/pin reset. Call the IT Services Help Desk at (406) 994-1777 to have your password/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 (Spring 2019) 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 usually changes each semester). **If you do not know your Advisor PIN, contact Diana in the MSSE Office at dianap@montana.edu**.
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.

Your bill will be viewable from the Students Records portion of MyInfo.

If you have registered for 6 or more credits you will be asked either to 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 6 credits, you may call Student Health and request to have the MSU insurance removed, (406-994-2311).

**Once you are registered, 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 to take.

If you have any questions and/or concerns about Spring 2019 registration, don’t hesitate to contact me. I am happy to help!

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