REGISTERING FOR COURSES USING MYINFO

1. Consult with your advisor and review your DegreeWorks plans to identify the courses that you will register for in the upcoming term(s).

2. Go to the MSU student homepage at www.montana.edu/students/.

3. Click on the link to “MyInfo.”

4. Click on “Log into MyInfo.”

5. Enter your MyInfo user ID. This is either your student ID number with a dash in front of the first number (example: -01234567) or your Social Security number without any dashes (example: 123456789).

6. 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, proceed to step 7.

7. 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.

8. For course registration, click on “Student Services,” then “Registration.”

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

10. You will be asked to either waive your Health Insurance (choose this option if you are currently covered by your own policy or your parents’ policy) or elect the school’s insurance.

11. Click on “Add/Drop Classes.”

12. Select the appropriate term and click “Submit.”
13. The next window to open will be the “Advisor Verification Number” page. Enter your “Alternate PIN” (often referred to as the “Advisor PIN”) and click “Submit.”

If you receive an error message indicating that registration is not allowed, check the registration timetable (page 18) to verify that you are indeed eligible to register at this time. If you should be able to register based on the timetable and registration status, but you are receiving a message stating that you are not, call the Registrar’s Office (406-994-6650).

14. If it is your time to register and you have no holds on your account, the next page to open will be the “Add Classes Worksheet.” If you know the CRN’s (Course Reference Numbers—see glossary for more information) of the courses you want, simply enter them 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.

15. To find a class while in the “Add/Drop Classes” area, 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.” In MyInfo, the classes you have 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.”