

2009-2010 CHOICES Online Re-enrollment

April 20th ~ May 3rd

NOTE: You will not be able to re-enroll or see the CHOICES re-enrollment screen until April 20th

- To re-enroll in CHOICES go to <http://www.montana.edu/wwwpn/>
- Click on MYINFO

The image shows a screenshot of the Montana State University (MSU) website homepage. At the top, the MSU logo and name are displayed, along with the tagline "Mountains & Minds". Navigation links for ACADEMICS, ADMINISTRATION, ADMISSIONS, A-Z INDEX, and DIRECTORIES are visible. A search bar is located in the top right corner.

The main content area features a large banner with the text "CREATE and innovate with hands-on, active learning." and a photograph of a student operating a camera in a natural setting. Below the banner, there is a section titled "Students are encouraged to pursue their specific interests by immersing themselves in creative and/or research experiences. Talented faculty work closely with students to help them focus their work and develop their ideas." with a "NEXT" button.

On the left side, there is a navigation menu with categories like "ABOUT MSU", "HOW TO APPLY", "CONTACT US", and "RESOURCES FOR". Under "RESOURCES FOR", there are links for "FUTURE STUDENTS", "CURRENT STUDENTS", "ALUMNI & FRIENDS", "FACULTY & STAFF", and "PARENTS & FAMILY". A "Quick Links" dropdown menu is also present.


A pink callout box with the text "Click MYINFO" points to the "MYINFO" link in the navigation menu, which is circled in pink. Other links in the menu include "BOBCAT ATHLETICS", "CALENDAR OF EVENTS", "EXTENSION", "HOW TO GIVE TO MSU", "INTERNATIONAL STUDENTS", "LIBRARIES", "MUSEUM OF THE ROCKIES", "RESEARCH", and "MYMSU PORTAL".

At the bottom of the page, there is a "MOMENTS OF DISCOVERY" section with the text "DESIGNING THE FUTURE" and a "WATCH" button. To the right, there is a "MEET OUR MINDS" section with a "UPDATED" button.

- Click Enter Secure Area
- Enter your User ID & PIN
 - If this is your first time in MYINFO your User ID will be your Social Security Number (without dashes) or Banner ID (-00000000). Your PIN will be your date of birth i.e., MODDYR = 030265 (March 2, 1965)

[HELP](#) [EXIT](#)

User Login

 Please enter your User Identification Number (ID) and your personal identification number (PIN). Your ID may be either your Social Security Number (without any dashes) **or your Student/Employee ID with a preceeding dash (-ID)**. **Your initial PIN** is your birthdate entered as 6 digits MMDDYY. Change your PIN at your earliest convenience to protect your privacy and student records. To change your PIN, select Personal Information Menu. You have 5 tries to Login correctly. If unsuccessful, your PIN will be disabled. You must contact the Registrar's Office (employees should contact the Personnel and Payroll Office) to re-activate your PIN.

When you are finished, please Exit and close your browser to protect your privacy.

IMPORTANT INFORMATION: If you have forgotten your PIN, please enter your User ID and select the Forgot PIN button.

Students who require assistance may contact the Registrar's office, 994-6650. The Registrar staff is available to assist students with registration during regular business hours.

User ID:

PIN:


Enter User ID
&
PIN

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- If you forgot PIN click the Forgot PIN button
 - The Security Answer Screen will appear
 - Answer the Security Question
 - Click Submit Answer

[HELP](#) [EXIT](#)

Security Answer

 Please provide the correct answer to your security question and then click Submit Answer.

You will then be asked to enter a new PIN for future access.

User ID: -00000000

Question: what is your moms maiden name

Answer:

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- If this is unsuccessful, contact Human Resources at 994-3651 and they will reset your PIN for you

➤ Click Employee Services

[Personal Information](#) [Employee Services](#) [Parking Services](#)

[SITE MAP](#) [HELP](#) [EXIT](#)

Welcome, Lisa D. Crow, to the Montana State University - Bozeman Information System! Last web access on Apr 10, 2009 at 03:31 pm

Attention: Have you been to MyMSU Portal recently? Remember, you may receive personal announcement there anytime; it's recommended you visit at least twice a week. [Log in](#) and check out What's New in MyMSU!

[Announcing MyMSU Portal](#)
Check here for vital information about the enhanced Web Communications and collaboration services for Students, Faculty and Staff

[Personal Information](#)
View your address(es), phone number(s), e-mail address(es); Change your PIN.

[Employee Services](#)
View your leave history or balances, job information, pay stubs and more.
"IMPORTANT TAX RETURN DOCUMENT AVAILABLE"

[Parking Services](#)
Pay Citations online Edit your parking service preferences

[Return to Homepage](#)

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➤ Click Benefits and Deductions

[Personal Information](#) [Employee Services](#) [Parking Services](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee Services

[Time Sheet](#)

[Benefits and Deductions](#)
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment.

[Pay Information](#)
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

[Tax Forms](#)
View W-4 information; View your W-2 Form.
"IMPORTANT TAX RETURN DOCUMENT AVAILABLE"

[Current and Past Jobs](#)

[Time Off Current Balances and History](#)

[Salary Planner](#)

[Create Letter](#)

[Electronic Personnel Action Forms](#)
EPAFs are available online for originators and approvers.

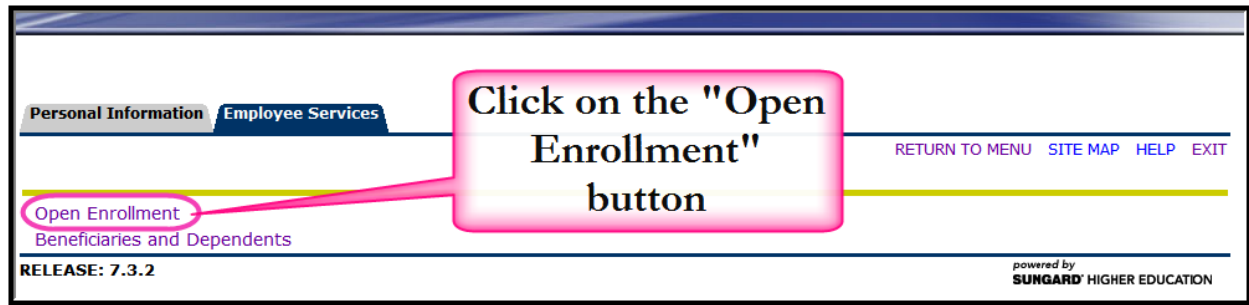
[Conflict of Interest](#)
Annually, **ALL** employees (**EXCEPT** classified employees and employees at less than .5 FTE) must complete this form by October 1.

[Consulting Activities](#)
Annually, all **full-time**, (including academic year full-time faculty), **non-classified** employees who performed consulting in the past year must complete this form by October 1.
NOTE: ONLY EMPLOYEES WHO PERFORMED CONSULTING NEED TO ACCESS AND COMPLETE THIS FORM.

[Review some hr stuff](#)

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SUNGARD HIGHER EDUCATION

➤ Click on Open Enrollment



If you need assistance, please call 994-3651 or attend one of the following computer assistance labs provided by Human Resources:

April 20th:	9-11am	EPS 259
April 21st:	3-5pm	EPS 259
April 22nd:	12-2pm	EPS 259
April 23rd:	3-5pm	EPS 259
April 24th:	9-11am	EPS 259
April 27th:	8-noon	EPS 259
April 28th:	1-5pm	EPS 259
April 29th:	8-noon	EPS 259
April 30th:	8am-5pm	EPS 259
May 1st:	8am-5pm	EPS 259