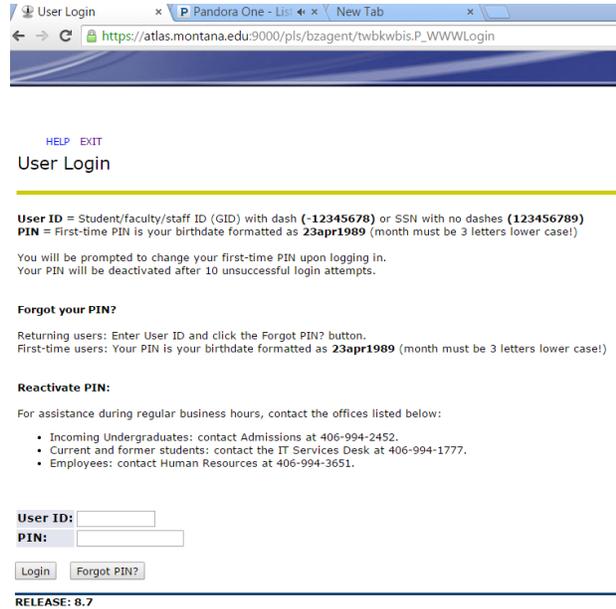


How to use Degree Works to find a student's Registration PIN

Step One: Log into your My Info account



The screenshot shows a web browser window with the URL https://atlas.montana.edu:9000/pls/bzagent/twbkwbis.P_WWWLogin. The page title is "User Login". There are links for "HELP" and "EXIT". The main content area contains instructions for logging in, including the format for User ID and PIN. There are input fields for "User ID:" and "PIN:", and buttons for "Login" and "Forgot PIN?". At the bottom, it says "RELEASE: 8.7".

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

User Login

User ID = Student/faculty/staff ID (GID) with dash (-**12345678**) or SSN with no dashes (**123456789**)
PIN = First-time PIN is your birthdate formatted as **23apr1989** (month must be 3 letters lower case!)

You will be prompted to change your first-time PIN upon logging in.
Your PIN will be deactivated after 10 unsuccessful login attempts.

Forgot your PIN?

Returning users: Enter User ID and click the Forgot PIN? button.
First-time users: Your PIN is your birthdate formatted as **23apr1989** (month must be 3 letters lower case!)

Reactivate PIN:

For assistance during regular business hours, contact the offices listed below:

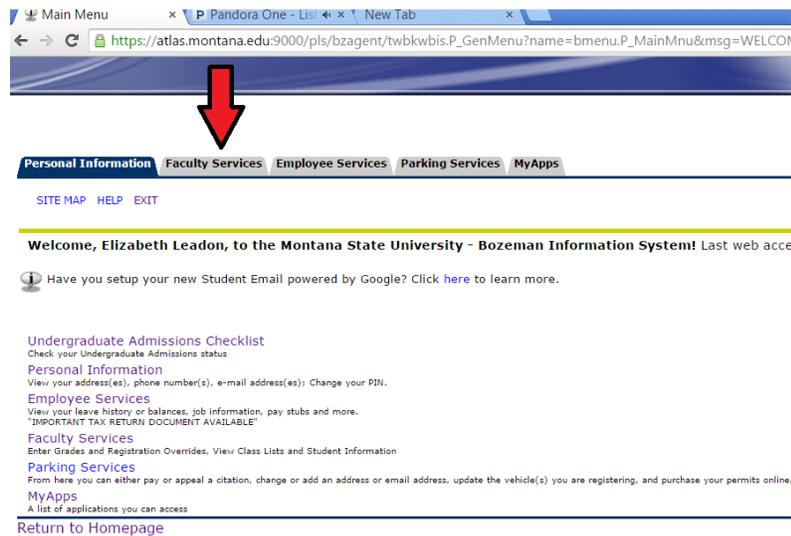
- Incoming Undergraduates: contact Admissions at 406-994-2452.
- Current and former students: contact the IT Services Desk at 406-994-1777.
- Employees: contact Human Resources at 406-994-3651.

User ID:

PIN:

RELEASE: 8.7

Step Two: Select Faculty Services



The screenshot shows a web browser window with the URL https://atlas.montana.edu:9000/pls/bzagent/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCO. A red arrow points to the "Faculty Services" menu item in the navigation bar. The page title is "Main Menu". There are links for "SITE MAP", "HELP", and "EXIT". The main content area contains a welcome message for Elizabeth Leadon and a list of services including Undergraduate Admissions Checklist, Personal Information, Employee Services, Faculty Services, Parking Services, and MyApps. At the bottom, there is a link for "Return to Homepage".

[Main Menu](#) [P Pandora One - Lis](#) [New Tab](#)

https://atlas.montana.edu:9000/pls/bzagent/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCO

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

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

Welcome, Elizabeth Leadon, to the Montana State University - Bozeman Information System! Last web acce

 Have you setup your new Student Email powered by Google? Click [here](#) to learn more.

[Undergraduate Admissions Checklist](#)
Check your Undergraduate Admissions status

[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"

[Faculty Services](#)
Enter Grades and Registration Overrides, View Class Lists and Student Information

[Parking Services](#)
From here you can either pay or appeal a citation, change or add an address or email address, update the vehicle(s) you are registering, and purchase your permits online.

[MyApps](#)
A list of applications you can access

[Return to Homepage](#)

Step Three: Select Degree Works

[Personal Information](#) **[Faculty Services](#)** [Employee Services](#) [Parking Services](#) [MyApps](#)

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

Faculty Services

DegreeWorks

Please use MSU-Secure rather than Internet Explorer if connecting from the wireless network on campus. DegreeWorks is an electronic degree audit, academic advising, and enrollment planning tool for students and faculty.

[Transfer Equivalency Worksheet](#)

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Faculty Schedule by Day and Time](#)

Step Four: How to look up a student if you do not have their GID

The screenshot shows the DegreeWorks interface with a search bar and several tabs: Back to MyInfo, FAQ, Help, Print, and Temp. The search bar has fields for Student ID, Name, Degree, Major, Level, Classification, Attribute, Last Audit, and Last. Below the search bar are buttons for Worksheets, Plans, Notes, Exceptions, and GPA Calc. A red arrow points to the search bar.

For more information please try the HELP and FAQ tabs. These have been developed specifically for the Montana State University Registrar's Office on your campus.

Search by first/last name

The screenshot shows the 'Find Students' search form. It has a search bar with fields for Student ID, First Name (John), and Last Name (Doe). Below the search bar are several dropdown menus for Level, Classification, Catalog Year, Attribute, Major, Minor, Concentration, and Program. A red arrow points to the Last Name field. Below the search bar is a 'Search' button and a 'Clear' button. A 'Chosen Repeatable Search Criteria' section is also visible. At the bottom, there are 'OK', 'Cancel', 'Check All', and 'Uncheck All' buttons.

Step Four continued: check box next to student's name and hit 'OK'

Find Students

Student ID: [redacted] First Name: [redacted] Last Name: [redacted]

Level: All Level Codes
 Classification: All Classification Codes
 Catalog Year: All Catalog Year values
 Attribute: All Attribute Codes

Major: All Major Codes
 Minor: All Minor Codes
 Concentration: All Concentration Codes
 Program: All Program Codes

REMINDER:
 This tool is designed to help you find specific students. Groups or cohorts should be collected through other means.

Chosen Repeatable Search Criteria

Search Clear Remove

Students Found: 1

ID	Name	Degree	Major	Level	Classification
<input checked="" type="checkbox"/> [redacted] 7374	[redacted]	BS	Microbiology - Pre-Med	UG	Junior

OK Cancel Check All Uncheck All

Step Five: Once you have pulled up your advisee's page you can view their information to help advise them, and provide their PIN number to them.

Find Student ID: [redacted] 7374 Name: [redacted] Degree: BS Major: Microbiology - Pre-Med Level: UG Classification: Junior Attribute: HONOR Last Audit: 03/20/2015 Last Refresh: Today at 2:27 am

Worksheets Plans Notes Exceptions GPA Calc

Worksheets Format: Student View View Save as PDF Process New Include in-progress classes Include preregistered classes Classes by Term

What If **Bozeman**

Look Ahead

Legend
 Complete
 Complete except for classes in-progress
 Nearly complete - see advisor
 Not Complete

Student View	AD339993 as of 03/20/2015 at 14:14
Student	[redacted]
Confidential Record	
ID	[redacted] 7374
Classification	Junior
Advisor	Schmidt, Edward
Overall GPA	3.730
Registration Holds	
Registration PIN	2015 Fall Semester - 22414
Level	Undergraduate - Semester
Degree	Bachelor of Science
College	College of Letters & Science
Major	Microbiology - Pre-Med
Minor	
More Info	Placement Data
Academic Standing	Good Standing
Student Phone	(406) [redacted]