

# **BSU Email & E-Services (StarID) activation:**

## **BSU Student ID**

All BSU students are assigned a student ID number. You will use your student ID to initially access your BSU e-mail account.

## **Step ONE: Activating your E-mail Account**

To activate your e-mail account, please go to <https://portal.bemidjistate.edu>, and click the "New Account Activation" link. From there, follow the instructions to activate your account. On Step 3 of the Account Activation, your username will be displayed (not your BSU Student ID), and it will ask you to create a password for the MyBSU portal. You will use this information for future logins.

Examples of information you will be receiving via your BSU e-mail account include: transfer evaluation of previous credits earned (please allow 2-3 weeks for processing); financial aid notifications; billing notices; academic related letters; and contacts from instructors, and more.

You should check your BSU e-mail account regularly so you receive current information. If you are unsuccessful in activating your account, please contact the Student Helpdesk, (218) 755-4207, or e-mail [studenthelp@bemidjistate.edu](mailto:studenthelp@bemidjistate.edu).

## **Step TWO: Accessing E-Services (activate StarID)**

Once you have signed on to MyBSU, the next step is to activate your E-Services account. Your MnSCU E-Services account gives you access to do the following:

- Register for classes and manage your schedule
- Check your grades
- Update your university contact information
- Review your DARS (degree audit report system) report.

Follow the instructions to activate your StarID. The StarID is used to access your E-services account. If you have questions regarding E-services or your StarID, please contact the BSU Student HelpDesk at (218)755-3777.