

e-Services User's Guide

How to LOG INTO E-SERVICES via the myBSU portal

From the homepage, <http://www.bemidjistate.edu>, click on **myBSU**, located in the top right corner. Enter the BSU portal by entering your BSU e-mail account information. (Contact the student helpdesk at 755-4207 if needing assistance). Upon logging into the portal, select e-Services.

You may choose to auto-login to e-Services via the portal, **however** will need your e-Services Password to transact any business in e-Services. If you do not know your e-Services Password, you may retrieve it from here before logging in.

How to directly access e-Services

From the homepage, <http://www.bemidjistate.edu>, click on myBSU, located in the top right corner. Scroll to below the weather forecast and select 'e-Services'.

Enter your BSU ID number and e-Services Password.

Your BSU ID Number: This number is not your social security number; it is an 8-digit number that has been assigned to you at the time of admission.

Password (e-Services): This has been set to your 6 digit birth date in a YYMMDD format. If you did not provide your birthday at the time of admission, your PIN was set to the last 6 digits of your SSN.

Student e-Services Menu

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Registration Instructions

From the "Courses & Registration" Tab

Check your 'Registration Window' to determine when you are eligible to register. Meet with your advisor prior to this date.

Select "Registration Access Code" from the menu on the left. Enter the access code you received from your advisor and click "Submit".

Then, there are three ways to register for courses:

- + Choose "Find a Course" to browse courses and find the ones you'd like to register for. Upon finding a course either 1) write down the 6-digit course ID number and follow the "Quick Add" instructions below or 2) add the course to your "Course Cart" and follow the "Course Cart" instructions below.
- + Choose "Quick Add (Register)" from the menu on the left side of the screen. Enter the Course ID number for the courses you wish to add. Once you have entered all course numbers, click "Register now".
- + Choose "Course Cart" if you've already identified the courses you'll like to add. Select the courses in your course cart and click "Register for checked courses".

On the next screen, verify the courses you wish to register for, re-enter your e-Services Password in the appropriate box, and the click "Register".

Next you should see a schedule of the classes you just registered for. If a class has NOT been added to your schedule it will state the Course ID number and the failure reason.

IMPORTANT NOTE: courses with a failed registered due to time conflict may have been added to your schedule. Be sure to review your schedule and drop one of the conflicting courses.

When you are done registering you may need to print your schedule. Go to "File", which is in the upper left corner of the screen. Drag the arrow down and click on "Print."

After you are done printing, click on "Logout" on the left side of the screen. Make sure you get the screen that says, "Logout Successful".

Courses & Registration
Find a Course
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View/Modify Class Schedule
Check Registration Holds
Registration Window
Registration Access Code
Registration Log
Course Cart