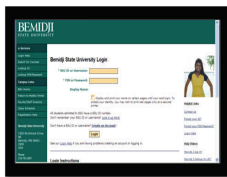


# E-Services User's Guide

## How to LOG INTO E-SERVICES

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 in to the portal, select e-Services. Your screen should look as pictured here:



Enter your BSU ID and PIN in the appropriate boxes and then click **“Login now”**.

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.

PIN: This has been set to their 6 digit birth date in the YYMMDD format. (These students will be required to change their PIN to a different 6 digit number.) If your birthday was not provided at the time of admission, your PIN was set to the last 6 digits of your SSN.

## E-SERVICES MENU

If your login was successful you will see the following menu items on the list:

### Account Management

Address Info: Update Local, Permanent, Billing and Diploma Addresses.

Demographic Info: Update your gender, race or ethnic origin, date of birth and email address.

### Courses & Registration

Find a Course: Search for open sections. Add courses to your course cart. Adding a course to your cart neither registers you for, nor reserves a seat in the course. See “Course Cart” below for more information.

Quick Add (register): Enter the 6-digit, registration ID course numbers directly.

View/Modify Class Schedule: view your schedule, drop or withdraw from classes.

Check Registration Holds: view the holds on your record that may delay registration.

Registration Window: View when you are eligible to register for a specific term.

Registration Access Code: Enter your registration access code. You will need to contact your advisor for your registration access code.

Registration Log: View the registration activity on your record.

Course Cart: Add courses to your course cart which you are interested in. Adding a course to your cart neither registers you for, no reserves a seat in the course. Upon your registration window opening, you can access your course cart and register for classes placed in your cart, subject to eligibility and availability.

### Grades & Transcripts

Check Grades: View or print your grades by term.

Academic Record: View or print your unofficial academic transcript. It is recommended that you select the chronological view option, as it best portrays your academic record.

Degree Audit Report: View or print your degree audit to determine degree completion.

### Financial Aid

View that status of your application and award amounts of various levels of enrollment.

### Bills & Payment

View your balance due by term, full account detail, or pay on-line.

### Housing and Dining

View room assignments, apply for housing, and make meal plan selections.

## Registration Instructions

### From the “Courses & Registration” Tab

*NOTE: If you would like to select different term that is listed, click on the term selected under “Selected Year/Term”. Select the appropriate term by clicking on the arrow, select it from the drop-down list, and click “Select”.*

If a registration access code is required to register, select **“Registration Access Code”** from the menu on the left. Enter the code and click **“Submit”**.

To register: There are three ways to register for course:

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”**.

**OR** 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”**

**OR** Choose **“Find a Course”** to browse courses to find courses you’d like to register for. Upon finding a course either write down the 6-digit course ID number and follow the **“Quick Add”** instructions above or add the course to your **“Course Cart”** and follow the **“Course Cart”** registration instructions above.

On the next screen, verify the courses you wish to register for, re-enter your PIN number 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. Click on the information you would like printed. 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.”**