

Bemidji State University-Web Registration Worksheet

It is your responsibility to make certain your registration is correct. Update your address and other information on the web or on your Personal Data Form in Records & Advising Services, Deputy Hall 101 or through the Online Web Registration System.

STEP 1: Complete this form before registering

STEP 2: Access the registration system via the Internet, direct access,
<https://webproc.mnscu.edu/portal/login.html?campusid=070>
 or the BSU website -www.bemidjistate.edu- Under Current Students, Online Login - Registration.

STEP 3: Enter your **BSU ID Number** (This number is not your Social Security Number, it is an 8-digit number that has been assigned to you.)

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STEP 4: Enter your 4-6 digit **Personal ID Number (PIN)**.
Must be 4-6 digits in length.

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Students who were accepted to BSU after April 20, 1998 will have their PIN <u>originally</u> set to their 6-digit birthdate in the YYMMDD format. <i>(These students will be required to change their PIN to a different 4-6 digit number.)</i> If your birthday was not provided at the time of admission, your PIN was set to the last 6 digits of your SSN.	Example: If your birthdate is Feb. 7, 1973, your original PIN is set as: <table border="1" style="width: 100%; text-align: center; margin-top: 5px;"> <tr> <td style="width: 25px; height: 20px;">7</td> <td style="width: 25px; height: 20px;">3</td> <td style="width: 25px; height: 20px;">0</td> <td style="width: 25px; height: 20px;">2</td> <td style="width: 25px; height: 20px;">0</td> <td style="width: 25px; height: 20px;">7</td> </tr> </table>	7	3	0	2	0	7
7	3	0	2	0	7		
Students who applied to BSU prior to April 20, 1998 will have a 4-digit PIN. The PIN is <u>originally</u> set as the day and year of birth in the DDYY format.	Example: If your birthdate is Feb. 7, 1973, your original PIN is set as: <table border="1" style="width: 100%; text-align: center; margin-top: 5px;"> <tr> <td style="width: 25px; height: 20px;">0</td> <td style="width: 25px; height: 20px;">7</td> <td style="width: 25px; height: 20px;">7</td> <td style="width: 25px; height: 20px;">3</td> </tr> </table>	0	7	7	3		
0	7	7	3				

STEP 5: Select a **Term** **Fall Term 20--** **Spring Term 20--** **Summer Term 20--**

STEP 6: Select '**Registration**' tab.

STEP 7: Enter your **6-digit Registration Access Code**.

See your advisor for the Registration Access Code.
 (Required for undergraduate degree-seeking students taking courses on campus, who have not yet submitted graduation plans.)

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Registration Access Code

STEP 8: Select **Quick Add (Register)** from the main menu to register for classes.

Course I.D.	CR *	Course Title	Course No.

*Only necessary to enter credits if variable. Example: 2.00 is entered 0200.

Web Registration Main Menu

- Search for Open Sections
- Quick Add (Register)
- View/Modify Class Schedule
- Check Holds
- Registration Window
- Registration Access Code

STEP 9: Process registration by selecting "**Register Now.**" You will be asked to re-enter your PIN number.

STEP 10: When you are finished, select "**Logout,**" make sure you get the screen that says "Logout Successful."

To drop a course, click on **View/Modify Class Schedule** before logging out and select the course you wish to drop. Click on **Process** and enter your **PIN**. The course should now be removed from your schedule. Remember to log out when finished.