

# E-Services

1. Go to the BSU website: [www.bemidjistate.edu](http://www.bemidjistate.edu) & select **MyBSU** in the toolbar at the top right hand corner.



MyBSU | Offices & Services | Directory

2. Login using your StarID@live.bemidjistate.edu and StarID password. If you have not yet set up your StarID select **Forgot password**. And follow the steps to set up your StarID.



MyBSU

starid@...

StarID Password

Login

Forgot password?  
Alumni resources  
D2L Brightspace

28°F Cloudy in Bemidji

3. Once logged in, select **E-Services** located below your name.

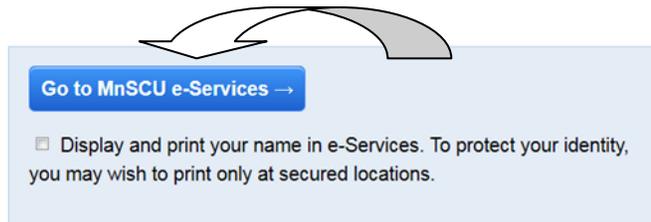


MyBSU

Hello, John Pa!

Email E-Services D2L Brightspace

Continue to e-Services by selecting **Go to MnSCU e-Services**.



Go to MnSCU e-Services →

Display and print your name in e-Services. To protect your identity, you may wish to print only at secured locations.

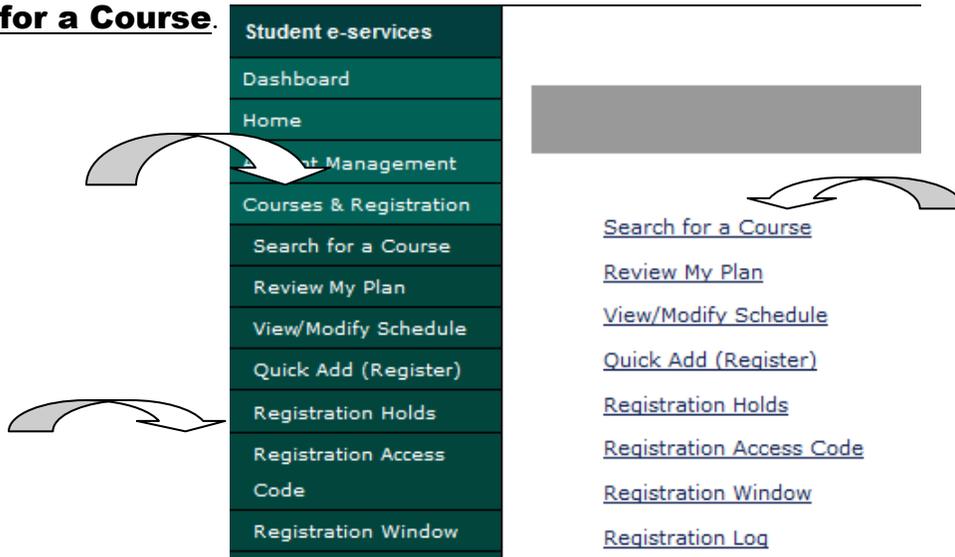
## **You are now logged in to your e-Services account.**

From e-Services you can register for classes, access grades, transcripts, sign up for housing & pay your bill.

**For step by step instructions to course registration through e-Services go to the next page.**

# Course Registration Through e-Services

1. Log in to e-Services. Select **Courses & Registration** on the left hand side of the page. Select **Search for a Course**.



2. Using the **Search** tool, enter the information for the course you are searching for. Select **Expand/Collapse for Advance Search** for more options. When you are ready select Search and a list of courses will appear.

Search

\* Required field

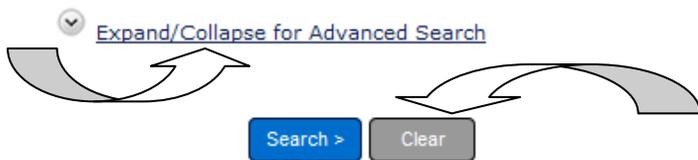
\*College/University

\*Semester

Subject  Course Number  (Example 1100)

Course ID #  (Example 004390)

Display  Open + Waitlist Eligible Courses  Open Courses Only  All Courses



3. From here you can add courses to your **Wish List** by selecting the  icon. If a course is full you may add yourself to the **Wait List** for that course by selecting the  icon.

4. Repeat steps 1-3 until you have the courses you want to enroll in on your **Wish List**. When you are ready, select **Continue to Review My Plan** located above the list of courses. Both the **Wish List** and the **Wait List** will be displayed. Look over these lists carefully.

\*Each wait-listed course will tell you what number you are on the list. The Wait List is set-up to notify the first student on the list when a seat is open (via BSU e-mail). The student then has 24 hours to register for the course or else will be removed from the Wait List.

5. To process your registration, select each course you want to register for from your **Wish List** then select **Select Course(s) to proceed to Register >** Next you will enter your **StarID password** and select **Register**.

Select Course(s) to proceed to Register >

Enter your password and register: