E-Services

1. Go to the BSU website: www.bemidjistate.edu & select MyBSU in the toolbar at the top right hand corner.

   ![MyBSU](Image)

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.

   ![Login](Image)

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

   ![MyBSU](Image)

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

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.

3. From here you can add courses to your **Wish List** by selecting the **Add** icon. If a course is full you may add yourself to the **Wait List** for that course by selecting the **Wait** 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 **Register**. Next you will enter your **StarID password** and select **Register**.