



Welcome to MSU-Northern

## Extended University

### Accessing Your Records:

**Here are some of the things you can do without standing in line with the Banner system:**

- Check your class schedule
- View the current student catalog
- Print your current day & time class schedule
- Register for classes
- Change your home address with all MSU-Northern offices at once
- View and print your student records and transcripts
- Check your financial aid status
- Check your grades

**Remember:** To register for classes or add or drop classes you still need to talk with your advisor. That person will give you a pin number for the current semester that you need to register on-line.

**To access the features listed above:**

1. Students must be completely admitted to MSU-Northern in order to register using Banner Web Registration procedures.
2. Schedule an appointment with your academic advisor to review your selections.
3. Obtain your advising PIN number from your academic advisor.
4. In the address bar, type the following

address: [www.msun.edu](http://www.msun.edu).

5. Select "Banner Web" from the drop-down menu & "**Enter Secure Area.**" User ID is your Social Security Number (no dashes). Your PIN Number is your 6-digit birthday using the month, day, year format. Example: April 2, 1942 would be 040242 (MMDDYY). *The first time you log-in, it will say "your PIN has expired."* The first box on this screen is to enter your old PIN (your birthday). The next two boxes are to enter a new PIN and verify it. This has to be 6 new numbers of your choice and cannot be the same as it was before. Make sure you choose a number you can remember because it will be your PIN from then on. The program will then ask you for a test question and an answer to be used if you forget your new PIN number.

6. Finally, you will get a Student Menu from which you may make your selections.

**Be sure you exit the WEB (close your browser) or someone could come along behind you and change your registration or personal information.** Any questions or problems should be directed to the Registrar's Office in Cowan Hall 220 or call 1-800-662-6132 or 265-3703.

