MONTANA STATE UNIVERSITY NORTHERN

Instructions for Viewing Your Grades Online

MSU-Northern's Registrar's Office no longer mails grade reports to students. You may view your grades online by following these steps:

1. In the web browser, go to **msun.edu**.

2. Select the "Current Students" link at the top left of the page.

3. Then scroll down and choose the "MyMSU-Northern" link and log in with your NetID and Password.

4. If you do not know your NetID, select "Lookup your NetID" on this page and follow the directions provided for you. If you do not know your MSU ID, please contact the Registrar's Office at 406-265-3703 for further assistance.

5. Once you have your NetID, proceed though the new user setup. Step-by-step instructions are located at msun.edu/its/PasswordReset.aspx.

6. You are now ready to return to the MyMSU-Northern page. Log in with your NetID and Password.

7. Go to the main menu (3 bars upper left corner) and select Registration & Records. Then go to the Transcript card and select *Unofficial Transcript* to view your grades or *Request an Official Transcript* if you are needing an official transcript.

NetID:	_____
7 characters, starts with a letter (e.g. a11b222)

Password:	_____
Memorize, or write down and keep in a safe place.

Grades for courses will not be posted until the end of the semester you completed the courses. Contact the Registrar's Office with questions regarding accessing your grades or obtaining transcripts at (406) 265-3703 or go to *msun.edu/registrar/transcripts.aspx* for further information.