

Is this your first time logging into the MyMSU Portal? Use these directions!

Accessing your MyMSU Portal username and password:

1. Go to <http://www.montana.edu>



2. Click on “MyInfo”



3. Click on “Enter Secure Area”



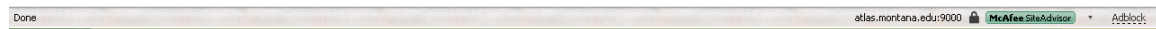
Welcome to the MSU-Bozeman campus

You will need to use at least Netscape 4.0.7 or Internet Explorer 5.x to browse this web.
You must have cookies enabled on your browser.

[Enter Secure Area](#)
[Apply for Admission](#)
[General Financial Aid](#)
[Campus Directory](#)
[Class Schedule](#)
[Course Catalog](#)
[Transfer Equivalencies](#)
[Frequently Asked Questions](#)

RELEASE: 7.0

Powered by **SunGard SCT**



4. Log in with your MSU Banner ID number (the number on your OneCard) *with the preceeding dash!*

MyInfo MSU-Bozeman

User Login



Please enter your User Identification Number (ID) and your personal identification number (PIN). Your ID is your **Student/Employee ID with a preceeding dash (-ID)**. **Your initial PIN** is your birthdate entered as 6 digits. Change your PIN at your earliest convenience to protect your privacy and student records. To change your PIN, if unsuccessful, your PIN will be disabled. You must contact the Registrar's Office (employees should contact their supervisor).

When you are finished, please Exit and close your browser to protect your privacy.

IMPORTANT INFORMATION: If you have forgotten your PIN, please enter your User ID and select the Forgot PIN? link. Students who require assistance may contact the Registrar's office, 994-6650. The Registrar staff is available 8:00am - 5:00pm, Monday through Friday.

User ID:

PIN:

Login

Forgot PIN?

RELEASE: 7.0



Welcome, **Optimus Pi Prime**, to the Montana State University - Bozeman Information System! Last web access

Attention: Have you been to MyMSU Portal recently? Remember, you may receive personal announcement there anytime; it's recommended that you check out What's New in MyMSU!

[Announcing MyMSU Portal](#)

Check here for vital information about the enhanced Web Communications and collaboration services for Students, Faculty and Staff

[Personal Information](#)

View your address(es), phone number(s), e-mail address(es); Change your PIN.

[Student Services](#)

Apply for Admission, Register, View your academic records. [View your Web Bill Summary / Attendance Confirmation / Pay via Web](#)

[Electronic Billing and Payment](#)

Review your most recent Electronic Billing Statement via QuikPay, make a Payment on Account, Setup an Authorized Payer.

[Financial Aid](#)

View your Financial Aid Awards; Accept your Financial Aid awards; View documentation requirements; View charges and payments

[Employee Services](#)

View your leave history or balances, job information, pay stubs and more.

"IMPORTANT TAX RETURN DOCUMENT AVAILABLE"

[Communications](#)

University Communications

[Return to Homepage](#)

5. Once inside, click on the "Announcing MyMSU Portal" link.

6. At the bottom of the page will be your username and password.

The purpose of the MyMSU portal is to provide the students, faculty and staff of Montana State University-Bozeman so that teaching and learning, networking and university business can thrive in an intranet environment.

- ◆ Campus and personalized announcements
- ◆ Personal, group and course calendars
- ◆ Web communities of interest for campus life, sponsored groups with chat rooms
- ◆ Hosted email services for students

[Click here](#) for more information

Your portal username will be: **optimus.prime** (with your password being the pin used to activate your account)

Note: If you have changed your PIN or had it reset since May 1, 2006, please call the MSU-B

Your official university email address will be: **optimus.prime @myportal.montana.edu**

[Click here](#) to log into the portal

Done

7. Now that you have your username and password, click on the link at the bottom of the page that reads “Click here to log into the portal”. You will be taken to the following screen:

Montana State University Login - powered by SunGard SCT Inc. - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://myportal.montana.edu/cp/home/displaylogin

Montana State University Login - power...

myMSU MONTANA STATE UNIVERSITY
BOZEMAN • BILLINGS • NORTHERN • GREAT FALLS
CONNECTING TO INFORMATION & RESOURCES

Secure Access Login

User Name:

Password:

Login Cancel

Having problems logging in? Click here.

Welcome to MyMSU

MyMSU is an exciting new communication tool for faculty, staff, and students at Montana State University in Bozeman, Billings, Havre, and Great Falls. This portal into our internal infrastructure will provide one-stop shopping for a wide variety of information, including email, critical announcements, news headlines, file sharing, chat, calendars, and more.

What's Inside?

- E-mail:** Send and receive e-mail, and create your own personal address book.
- Calendars:** Access and manage your personal, course and school calendars.
- Groups:** Create, manage and join group homepages for clubs, affiliations and interests.

and much more...

Important Password Information

Have a few quick questions about portal features? Check out our [Quick Reference Guide! \(pdf\)](#)

Make this my homepage.

[Click here](#) for instructions on how to make your browser load this page on startup.

Copyright © SunGard 1998 - 2004. [Top](#) Powered by

Done myportal.montana.edu McAfee SiteAdvisor AdBlock

8. Enter the username and password that was in your MyInfo.

Montana State University Login - powered by SunGard SCT Inc. - Mozilla Firefo

File Edit View Go Bookmarks Tools Help

https://myportal.montana.edu/cp/home/displaylogin

Montana State University Login - power...

myMSU MONTANA STATE UNIVERSITY
BOZEMAN • BILLINGS • NORT •
CONNECTING TO INFORMATION & RESOURCES

Secure Access Login

User Name:

Password:

Login Cancel

Having problems logging in? Click here.

Welcome to M

MyMSU is an excitin
portal into our inter
headlines, file shari

What's Inside

- E-mai**
- Calen**

Important Password Information

Have a few quick questions about portal features? Check out our [Quick Reference Guide! \(pdf\)](#)

9. On your first log on to the portal, you will be prompted to change your password:

Password Expired - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://myportal.montana.edu/cp/home/login/auth?op=chp

Password Expired

New password:

Confirm New password:

Password

- must contain at least one letter
- must contain at least one digit
- length must be 8 or greater
- length must be 20 or less

Save Changes Cancel

Copyright © SunGard 1998 - 2004.

Top

Powered by sct

10. After you change your password, you will be taken to this screen:

MyMSU - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://myportal.montana.edu/cp/render.userLayoutRootNode.up

MyMSU

my MSU MONTANA STATE UNIVERSITY

CONNECTING TO INFORMATION & RESOURCES

My Account Content/Layout

Welcome Optimus Pi Prime

You are currently logged in.

e-mail calendar groups logout help

Home Student Services CampusLife Library Help MyStuff Academics Sample

June 7, 2006

My Announcements

You currently have no personal announcements

Four-Campus Announcements

There are no Campus Announcements

My Calendar

You have 0 events in your calendar today

Bookmarks Plus

- Montana State University
- Montana State University - Billings
- Montana State University - Great Falls
- Montana State University - Northern

Word of the Day

My E-mail Inbox

INBOX folder has (0) messages, (0) unread optimus.prime@myportal.montana.edu

You currently have no messages.

Compose Address Book E-mail

MyMSU Feedback

Please let us know what we can do to improve MyMSU!

New channels? More groups? What do you like about MyMSU? We want to know!

Name:

Email:

Campus Affiliation: (Hold down the control key and click to select more than one campus)

Bozeman
Billings
Northern
Great Falls

Suggestions:

My Campus

Mountains & Minds

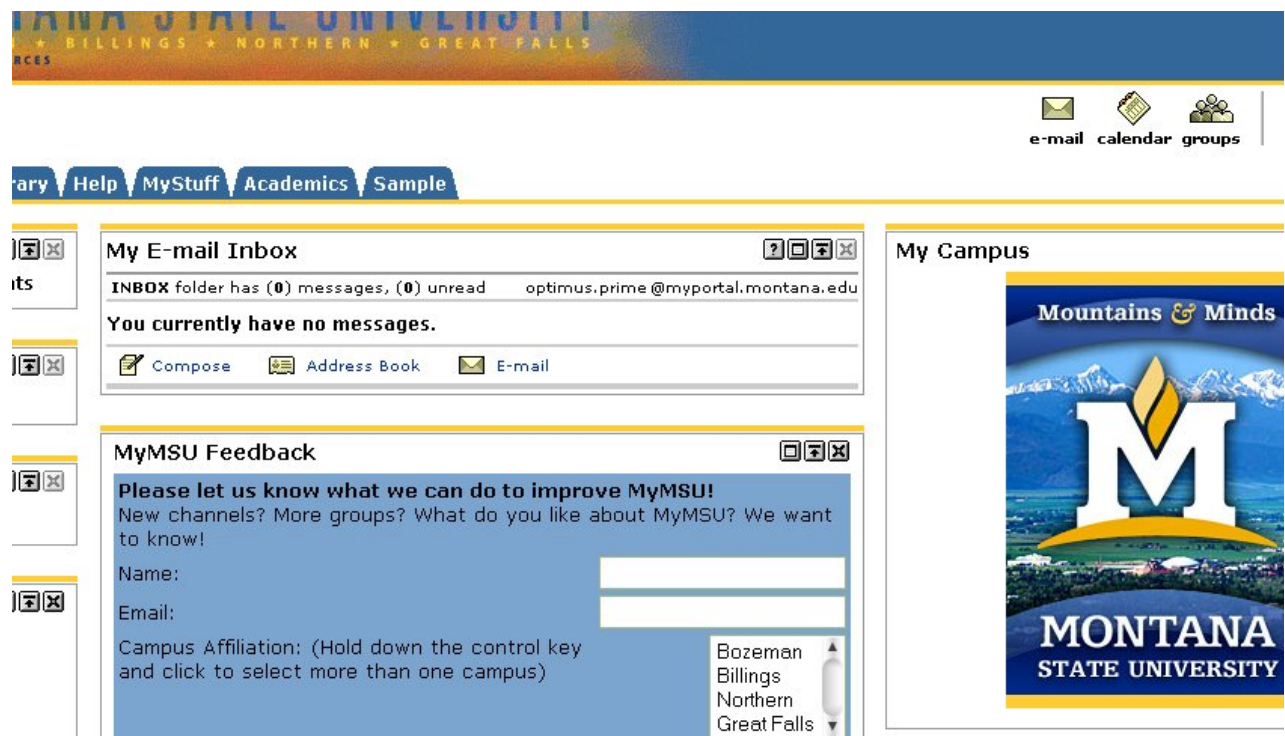
MONTANA STATE UNIVERSITY

Done

McAfee SiteAdvisor

Adobe

11. Your email will show up in the email channel.



12. To access more email settings, click on the email button above the “My Campus” channel.

From here, you can view your address book, set up external POP3 email accounts, delete messages, and do further email management.

