

How to log into E-Services and Register for Courses

Step #1: Login to E-Services:

1. Go to www.mnsu.edu/eservices
2. Enter your STAR ID and password; click **Login**
3. You may be prompted to change your password if needed
4. Check through the following questions and click **Continue**
5. Click on the **Courses & Registration** link on the left sidebar



Step #2: Search for Open Sections:

1. Click on **Search for a course**
2. Make sure that you are on a **Basic Search**
3. In the **College/University** field, make sure you have selected Minnesota State University-Mankato
4. In the **Semester** field, select the correct semester
5. In the **Subject** field, select desired subject from the drop down menu
6. Make sure the **"Display Open Courses Only"** box is checked
7. Click **Search**
8. Review options and select the course that will best work for you and click **Add to Wish List** (the [+]
symbol to the left of the section)
9. Repeat steps 1-8 until you have selected all courses you want to register for Click **Continue to Review My Plan** in the right corner to view all courses



Step #4: Drop/Withdraw from a class:

1. Click on **View/Modify Class Schedule**
2. Click on the **X** to the left of the course you want to drop
3. Confirm the course selected is correct
4. Enter your Password and click **Drop/Withdraw** from the drop-down menu



Step #3: Register for Courses

1. Click on **Continue to Review My Plan** link in the right corner OR **Review My Plan** on the left sidebar under **Courses & Registration**
2. Check the boxes next to each course title
3. Click **Select Course(s) to proceed to register**
4. Confirm the courses listed are what you want
5. Confirm the grading method that you would like for this course
6. Enter your password and click **Register**
7. To confirm your schedule after registering for classes by clicking on **View/Modify Schedule** on the left sidebar