

Registration Instructions

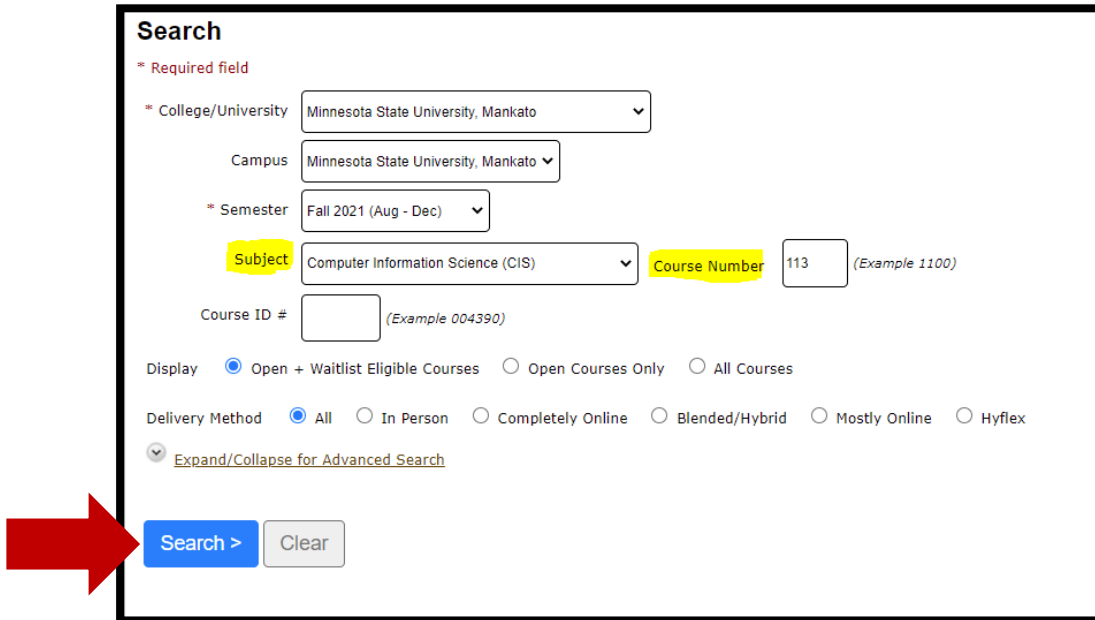
Using e-Services to search and register for courses.

Let's get started!

1. Go to: <https://www.mnsu.edu/eservices/>
2. **Log in** to e-Services with your StarID & StarID Password
3. Read through and check any boxes to acknowledge your understanding. Click **Continue**.
4. On the left-hand side, click **Courses & Registration**.
5. Click **Search for a Course**.
6. Make sure the search fields for College/University lists **Minnesota State University, Mankato** and verify the **Semester** is set to the correct term.

The screenshot shows the 'Course Search' interface. At the top, there are three tabs: 'Course Search' (selected), 'Course Equivalents', and 'Non-Credit/Continuing Ed'. Below the tabs is the 'Search' section. A red asterisk indicates a required field. The 'College/University' dropdown is set to 'Minnesota State University, Mankato'. The 'Campus' dropdown is also set to 'Minnesota State University, Mankato'. The 'Semester' dropdown is set to 'Fall 2021 (Aug - Dec)'. The 'Subject' dropdown is empty, and the 'Course Number' text box is empty with the example '(Example 1100)'. The 'Course ID #' text box is empty with the example '(Example 004390)'. Below the search fields, there are radio buttons for 'Display': 'Open + Waitlist Eligible Courses' (selected), 'Open Courses Only', and 'All Courses'. There are also radio buttons for 'Delivery Method': 'All' (selected), 'In Person', 'Completely Online', 'Blended/Hybrid', 'Mostly Online', and 'Hyflex'. At the bottom left, there is a dropdown arrow next to the text 'Expand/Collapse for Advanced Search'. At the bottom, there are two buttons: 'Search >' and 'Clear'.

7. To search for a course, select a **Subject** from the drop-down menu. You may also enter a **Course Number** if you know it. Click the blue **Search** button to view courses.



Search

* Required field

* College/University

Campus

* Semester

Subject **Course Number** (Example 1100)

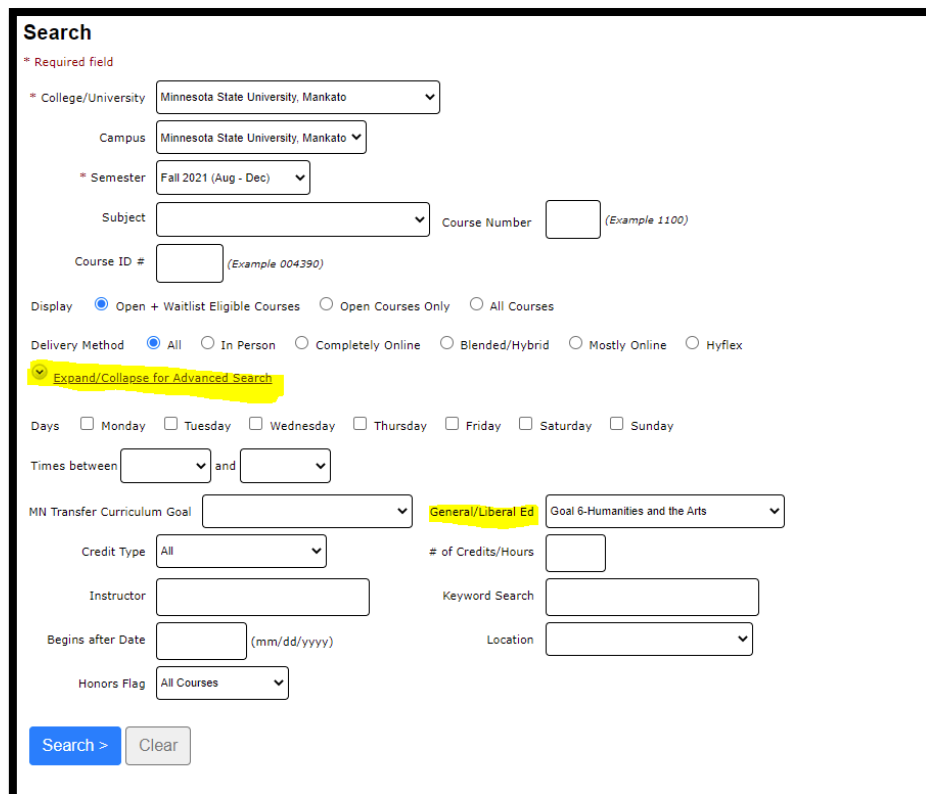
Course ID # (Example 004390)

Display Open + Waitlist Eligible Courses Open Courses Only All Courses

Delivery Method All In Person Completely Online Blended/Hybrid Mostly Online Hyflex

Expand/Collapse for Advanced Search

8. If you would like to narrow your search, select the **Expand/Collapse for Advanced Search**, and use the appropriate dropdown menus. Here you can search by Goal Area, Credit Amount, Days & Time.



Search

* Required field

* College/University

Campus

* Semester

Subject Course Number (Example 1100)

Course ID # (Example 004390)

Display Open + Waitlist Eligible Courses Open Courses Only All Courses

Delivery Method All In Person Completely Online Blended/Hybrid Mostly Online Hyflex

Expand/Collapse for Advanced Search

Days Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Times between and

MN Transfer Curriculum Goal **General/Liberal Ed**

Credit Type # of Credits/Hours

Instructor Keyword Search

Begins after Date (mm/dd/yyyy) Location

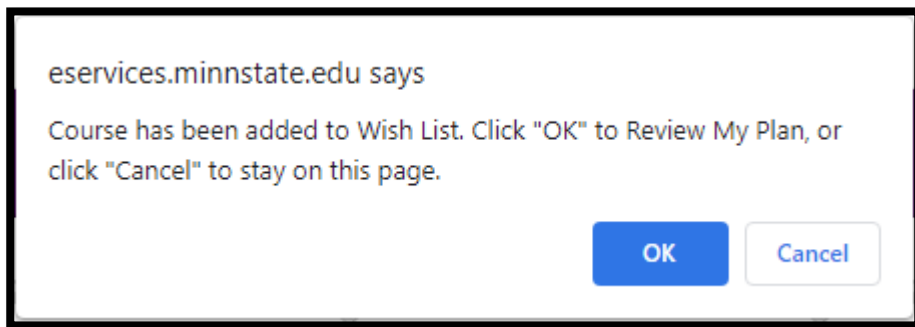
Honors Flag

9. Displayed is a list of course offerings based on your search criteria. Each listing has an individual section number, and indicates when and where the course is offered, how many credits it is, the assigned instructor, the delivery method and location. It will also indicate if the course is open, or available to register for, or full. You may hover over the delivery method and location information to learn more.

Once you determine the course/section you would like to register for, click the plus-sign icon (⊕) to add the course to your **Wish List**.

Add	Equivalent	Waitlist	ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
⊕	🔍	📝	002363	NURS	101W 02	Courage, Caring, and Team Building	08/23 - 12/10	W	2:00pm - 4:50pm	3.0	Open			📍
⊕	🔍	📝	002367	NURS	101W 03	Courage, Caring, and Team Building	08/23 - 12/10	T	1:00pm - 3:50pm	3.0	Open	Unassigned, Staff		📍
⊕	🔍	📝	002371	NURS	101W 04	Courage, Caring, and Team Building	08/23 - 12/10	n/a	n/a	3.0	Open		Completely Online: Asynchronous	📍
⊕	🔍	📝	002419	NURS	101W 05	Courage, Caring, and Team Building	08/23 - 12/10	n/a	n/a	3.0	Open	Unassigned, Staff	Completely Online: Asynchronous	📍
⊕	🔍	📝	003813	NURS	101W 06	Courage, Caring, and Team Building	08/23 - 12/10	T	5:00pm - 7:50pm	3.0	Open	Unassigned, Staff		📍

10. Click OK on the pop-up message telling you the course has been added to your **Wish List**.



11. Once you have clicked OK, you will be immediately brought to **Review My Plan**, where the **Wish List** is housed.

Review My Plan

[New Search](#)

Summer 2021 **Fall 2021**

Minnesota State University, Mankato Plan was last changed 4/8/2021 at 4:42 PM

Wish List (3) Your registration window is currently open.

	ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
<input type="checkbox"/>	002370	NURS 286	01	Relationship-Based Care in Nursing Practice	08/23 - 12/10	M	9:00am - 11:50am	3.0	Open			📍
<input type="checkbox"/>	002363	NURS 101W	02	Courage, Caring, and Team Building	08/23 - 12/10	W	2:00pm - 4:50pm	3.0	Open			📍
<input type="checkbox"/>	002019	HLTH 101	01	Health and the Environment	08/23 - 12/10	M W F	10:00am - 10:50am	3.0	Open	Unassigned, Staff	HyFlex	📍

12. Click on the small box(es) to select the course(s) and proceed to register at the blue button.

Review My Plan


[New Search](#)

Summer 2021 **Fall 2021**


Minnesota State University, Mankato Plan was last changed 4/8/2021 at 4:42 PM

Wish List (3) Your registration window is currently open.

	ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
<input checked="" type="checkbox"/>	002370	NURS 286	01	Relationship-Based Care in Nursing Practice	08/23 - 12/10	M	9:00am - 11:50am	3.0	Open			📍
<input checked="" type="checkbox"/>	002363	NURS 101W	02	Courage, Caring, and Team Building	08/23 - 12/10	W	2:00pm - 4:50pm	3.0	Open			📍
<input checked="" type="checkbox"/>	002019	HLTH 101	01	Health and the Environment	08/23 - 12/10	M W F	10:00am - 10:50am	3.0	Open	Unassigned, Staff	HyFlex	📍



13. Enter your **StarID Password** and click the blue **Register** button.


Enter your StarID password and register: 

Select the grading method on this page.

ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Grade Method	Instructor	Delivery Method	Loc	
002019	HLTH	101	01	Health and the Environment	08/23 - 12/10	M W F	10:00am - 10:50am	3.0	Normal	Unassigned, Staff	HyFlex	📍
002363	NURS	101W	02	Courage, Caring, and Team Building	08/23 - 12/10	W	2:00pm - 4:50pm	3.0	Normal			📍
002370	NURS	286	01	Relationship-Based Care in Nursing Practice	08/23 - 12/10	M	9:00am - 11:50am	3.0	Normal			📍

You have chosen to register for the courses listed above. **Please check with your academic advisor** to ensure selected courses apply toward graduation. If you have not been admitted to Minnesota State University, Mankato, please keep in mind that not all courses may transfer or apply to another institution.

14. Confirm it went through – look for the check mark!

 **Registration Successful**

ID #	Subj #	Sec	Title	Dates	Days	Time	Crds	Grade Method	Instructor	Delivery Method	Loc	
000603	ART	100	01	Elements and Principles of Art	08/23 - 12/10	M W F	8:00am - 9:50am	3.0	Normal	Unassigned, Staff	HyFlex	📍

15. Verify your schedule by clicking on **View/Modify Schedule** on the left-hand side. This is also where you can drop a course to delete it from your schedule by clicking on the X icon (✕)

Fall 2021

Registered ✓ Printable Schedule

	ID #	Subj #	Sec	Title	Dates	Days	Time	Building/ Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/Withdraw	Loc
✕ ✎	000603	ART	100	01	Elements and Principles of Art	8/23/2021 - 12/10/2021	M W F	8:00am - 9:50am	Nelson Hall 0201	Unassigned, Staff	3.0	Normal	🕒 📍
Course Notes: Administrative drop policy applies.													
✕ ✎	002021	HLTH	101	03	Health and the Environment	8/23/2021 - 12/10/2021	M	6:00pm - 8:30pm	Clinical Sciences Building 112	Hamilton, Autumn	3.0	Normal	🕒 📍
Course Notes: NOTE!! THIS COURSE HAS ADD'L FEE. First Day Materials Charges \$68.01. FlexSync: Students required to attend class in-person or synchronously online via Zoom during the times on the days scheduled for this class.													
✕ ✎	006084	BIOL	220	02	Human Anatomy	8/23/2021 - 12/10/2021	M	10:00am - 11:50am	Trafton Science Center South S252	Sharlin, David	4.0	Normal	🕒 📍
					8/23/2021 - 12/10/2021	M W F	12:00pm - 12:50pm	Trafton Science Center C121	Sharlin, David				

16. To add additional courses, repeat steps 5-13.