INTRODUCTION

This job aid provides an overview of the different tools that students can access under the Student View of the Student Information System. Scroll through each page of this guide to explore the different components of the Student View.
STUDENT DASHBOARD

The student dashboard in SIS provides options for students to view holds, class schedules and enrollment, progress towards degree completion, and student and financial accounts. Each component of the student dashboard will be explained in this job aid.
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Tasks includes specific items for students to complete, including holds and agreements. Students can also access a link to their Confidential Message Center, which houses notes from their advisor, department, and college, as well as copies of their Academic Progress Plans.
The Classes section of SIS allows students to view their class schedule, enroll or drop classes during open add and drop periods, pre-plan their scheduling using a shopping cart, and view their upcoming enrollment dates.
MY PROFILE

My Profile provides student’s personal details, including updating address and phone number, changing preferred name, FERPA restrictions and shared information preferences, and listing emergency contacts.

My Profile

Update your name, addresses, phone numbers and email addresses under Personal Details, Contact Details and Addresses.

Use SSN Update to review or correct your SSN.

Restrict the information that is available publicly under FERPA Restrictions.

Create and manage your guest accounts under Share My Info Electronically. You can grant guest access to billing statements, grades, course history and financial aid. The following video will walk you through adding a guest to your account.

Grantee Guest Access
student.msu.edu

Student Information System (SIS)

Security questions to allow individuals to discuss your academic or financial records with MSU staff can be added using the Share My Info by Phone.

Students who are required to carry health insurance can use Health Insurance Waivers to submit a waiver application.

All currently enrolled students are asked to provide Student Emergency Contacts and Emergency Health Information in the event of a medical or other personal emergency and in order to receive emergency notifications through MSU Alert. The information you provide will not be used for any other purpose.
ACADEMIC RECORDS

Academic Records houses course history and grades, unofficial transcript, test and transfer credit details, honors and awards, and request for Enrollment Verification.

ACADEMIC PROGRESS

Academic Progress tracks a student’s advancement towards degree completion. Students can view checklist of major requirements, similar to Academic Requirements in the advisor view, to see what requirements have been met or are still remaining. Access to the Advising Appointment System and application for graduation are also housed in Academic Progress.
STUDENT ACCOUNTS

Student accounts provides a summary for tuition and fees, MSU loans, and tax forms. A link is provided to make a payment or to enroll into a payment plan.

FINANCIAL AID

Students can access the Financial Aid Portal from the Financial Aid tile.
RESOURCES

The Resources feature provides access to several resources and policies, including Desire2Learn, the Academic Calendar, university resources, and grief absence.