



STUDENT REGISTRATION INSTRUCTIONS

1. Click on **registration**

2. Type in the name of your school such as MSU, Miles City, City College & etc.
(No results? type in Student)

3. Carefully scroll through the results for a title that matches your school and program.

4. Click on **Apply**

5. Respond to the pop up question.

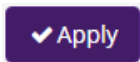
6. If you are a:

- Returning student , use email/username & password you created when you set up your original account with us. Skip to step 9
- New student, create an account and write down your email/ username & password in a safe place for future use and yearly registration.

While waiting for your email be sure to

Write down your User Name and Password in a secure place as you will need to re-register next school year using the same User Name and Password.

7. Again search for your position and click on



8. Log in again

Write down your User Name and Password in a secure place as you will need to re-register next school year using the same User Name and Password.

9. Begin to enter (or update if returning) your personal information.

Nursing Student - MSU
NORTHERN

[View Job Summary](#)

Application Options

Application Options

Begin Apply Options *

Manually enter information

Prefill application from a resume

[Next](#)

10. Be sure to complete all items, review and type in your signature.

Nursing Student - MSU
NORTHERN

[View Job Summary](#)

- Introduction ✓
- Personal Info ✓
- Education ✓
- Additional Info ✓
- Resume ✓
- Read and Sign !
- Review

Read and Sign

Read the following carefully before signing.

All information provided by me on this registration is complete and accurate.

My typed name below shall have the same force and effect as my written signature.

Student Signature: *

This field is required.

Date Signed:
03/28/2018

[← Previous](#) [Review](#)

11. Click on [Next](#) and finish submitting the application.

BILLINGS CLINIC EMPLOYEES PLEASE NOTE:

You will be asked to sign off that your supervisor is aware of this 'transfer' and that it may affect your role/wages. Please just confirm these items. (*Your supervisor does not need to be involved nor will your role/wages change*). We are in the process of removing these items, from the student registration process, but for now you will need to work through them.

<p>By checking this box, I confirm I have notified my current supervisor of my transfer request and understand that HR will also contact my current supervisor through the transfer process. *</p> <p><input checked="" type="checkbox"/> I confirm</p>	<h4>Read and Sign</h4> <p>This Job Transfer Form will be filed in your Employee Personnel file. A transfer may result in a change of your hourly rate, pay grade or anniversary date. Your signature below indicates your understanding of this. Your manager or supervisor may be contacted for an employee reference.</p> <p>My typed name below shall have the same force and effect as my written signature.</p> <p><input type="text"/></p>
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