Welcome to Student Hub!!

Student Hub is your way to access your MSU Denver e-mail, register for classes, access your online courses, look up grades, view financial aid information, and much, much more. Student Hub and your MSU Denver e-mail is the University’s official means of communication with students, so be sure to check your e-mail daily!

This worksheet was designed to take you step-by-step through setting up Student Hub, figuring out how to find your email and other resources, how to search and register for classes, and start you on the path to getting your student ID. If you have any questions throughout the process, your Orientation Leader is here to assist you, so feel free to use him or her as a resource.

Setting up your Student Hub Account!*
*If you have already set up Student Hub, you can skip to the next section

In order to log into the Student Hub you will need to set up your NetID username and password.

1. To do this, please go to http://msudenver.edu/myfirstlogin/ and follow the instructions there.
2. The next several screens will ask you a series of security questions. In the event you have to reset your password, the system will ask you several of these questions in order to ensure it is you who is trying to access your account. If you ever have trouble logging in to Student Hub account, you can contact our IT department at (303) 352-7548 for assistance.

Navigating Student Hub

This section of the worksheet is designed to help you get familiar with navigating and finding resources and MSU Denver information on the Student Hub portal.

1. Find your e-mail. Go to www.msudenver.edu/studenthub/. Even if you already have another email address, you need to check your MSU Denver Outlook email daily as the University and your professors will only send e-mail to your MSU Denver e-mail account. Sign in using your Student Hub login (your Net ID) information. You don’t need to go through all e-mails right now, but the college has probably already sent you some mail through that account, so just be aware of it.

Registering for your classes!

You are almost ready to select your class and make your class schedule for your term! The rest of this worksheet will walk you through lifting a “New Policy Requirements Hold” first, and will then walk you through signing up for classes and getting the Student ID.

1. From the Student Hub homepage, click on “Main Menu” and log in using your NetID.
2. Click on the top option that says “Registration, Student Record, and Financial Aid”.
3. Click on the first blue link that says “Registration”.
4. Click on the first blue link that says “Pre-Registration Policies”.
5. Read through the information and click the submit button at the bottom of the screen.
6. Wait for the screen to refresh and find the “Select a Term” box and select your term (ie. Fall, Spring, or Summer, along with the year) and click the submit button.
7. You are now at the Add/Drop/Waitlist Classes menu. To search for your classes, scroll to the bottom of the screen and click the Class Search button.
8. In the subject box, find the department of the class you are interested. For example, if you know you want to take Public Speaking 1010, find the “Speech Communication” department in the subject box and click on it. The department will highlight blue.

9. Scroll to the bottom of the screen and click “course search”. This should bring up every class in your chosen department. Locate the class you are searching for and click on the “View Sections” button to the right. You will see several different days of the week and times, as well as classes that are offered online or at the extended campuses.

10. **Using Advanced Search**: Click on “Advanced Search” under the subject box. If you know the course number you are looking for (such as 1010 for ENG 1010) enter it into the Course Number field. You can also limit your search by selecting options (such as Campus=”Main”). Scroll to the bottom and click “Section Search” to see classes with your search criteria.

11. On the left side of the course name, you should see either an open box or a “C”. If you see a box, it means there are seats available in the course. If you see a “C”, it means the class has filled up and is unavailable. Find a class that works for you, click the box on the left hand side, and scroll to the bottom of the screen.

12. Click the “Register” button to sign up for the class you selected.

13. Registering for the class will bring you back to the “Add/Drop/Waitlist” menu screen. Repeat steps 7 through 12 to sign up for more classes.

Congratulations on registering for classes! You are almost ready to get your Student ID—just complete the rest of this worksheet and you’ll have your all-access V.I.P pass that proves you are a student and gets you all the benefits of being a Metro State Roadrunner.

**Printing Your Student Detail Schedule**

You will use this schedule to get your Student ID and buy books at the Auraria Campus Book Store.

1. Go back to the top of the screen and click on the “Registration, Student Records, and Financial Aid” tab.
2. Click on the Registration Link.
3. Find the blue link that says “Student Detail Schedule”
4. This should bring up your Detail Schedule. Print this out.

**Getting your Student ID**

Gather your Student Detail Schedule, twenty dollars (cash or credit card) and a photo ID. Head to the Commuter Resource Center in the Tivoli, room 269 and smile for the camera 😊!!