

How to email your schedule to the VA office

Step 1: Login to Mynmsu.edu

The screenshot shows a web browser window with the URL <https://my.nmsu.edu/web/mycampus/home>. The page features the myNMSU logo and navigation links for 'Welcome' and 'Help'. The main content area is divided into several sections:

- myNMSU**: A introductory paragraph stating that students, faculty, and staff can access registration, grades, Banner Self Service email, time and leave reporting, online learning, phonebook, and much more.
- Login**: A form with fields for 'Login:' and 'Password:', a 'LOGIN' button, and links for 'Forgot Username?' and 'Forgot Password?'.
- Registration and Schedule Information**: A section with a notice about sustainability starting in spring 2012, a 'Learn more:' link, and a list of links: 'Registration and Schedule Information' and 'Textbook Information'.
- Useful Links and Contact Information**: A section with sub-sections: 'Banner and Cognos and NMSU' (Banner (JIB) and ERP Systems, Cognos Reporting, Banner Information Lookup), 'INB Password Resets and account Unlock --- call 575-646-4433', 'Academic Calendar', 'ICT Help Desk', and 'Information about myNMSU and Email'.
- Frequently Requested Help**: A section with sub-sections: 'Password Resets' (Email: Settings, Devices and Troubleshooting, Connecting your Device to the NMSU Network), 'PC Maintenance' (For Staff, For Students), and 'Virus - Software, Removal and Information' (Student Network Information).

At the bottom of the page, there is a 'NEED ASSISTANCE?' section with contact information for the ICT Help Desk: (575) 646-1840 or via email at help@nmsu.edu. The Windows taskbar at the bottom shows the time as 11:52 AM on 4/9/2014.

Step 2: Select Student and then Registration

The screenshot shows a web browser window displaying the myNMSU.edu website. The browser's address bar shows the URL <https://my.nmsu.edu/group/mycampus/home>. The website header includes the NMSU logo and navigation options like "Home", "Student", "Menu", "Fonts", and "Sign Out".

The main content area is divided into several sections:

- QuickLaunch Navigation:** Includes "Edit Preferences", "LaunchPad", "QuickLinks", and "Self Service".
- Quick Links:** A list of links with red circular icons: "Registration" (highlighted with a blue arrow), "Look Up", "Student Records", "Student Account", "Financial Aid", "Degree Audit", and "Schedule of Classes".
- Banner Self Service:** Contains three categories: "Personal Information" (Update Addresses and Phones, Update Emergency Contacts), "Student" (Registration, Student Records and Degree Application, Student Account, Pay NMSU Online), and "Financial Aid" (E-Mail NMSU Financial Aid Office, Direct Deposit Enrollment).
- Registration and Schedule Information:** Provides text about the online Class Schedule and links to Student Registration Guides.
- NMSU News:** A news feed with a date of 4/9/14 11:50 AM and a logo for NMSU.

The footer of the page includes the URL https://ssb.nmsu.edu/pban/bwskf/lib.P_SelDefTerm, "CampusEAI Consortium © 2011", and "In Partnership With CampusEAI". The Windows taskbar at the bottom shows the time as 11:53 AM on 4/9/2014.

Step 3: Select term and submit

The screenshot shows a web browser window with the URL https://ssb.nmsu.edu/pban/bwskflib.P_SelDefTerm. The page header features the New Mexico State University logo and navigation tabs for Personal Information, Student, and Financial Aid. A search bar and a 'Go' button are present, along with links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled 'Registration Term' and contains a 'Select a Term:' dropdown menu. The dropdown is open, showing a list of terms from 2014 Spring to 2008 Fall. The '2014 Spring' option is highlighted. A 'Submit' button is located to the left of the dropdown. Below the dropdown, the text 'RELEASE: 8.4' is visible. The Windows taskbar at the bottom shows the system clock as 11:55 AM on 4/9/2014.

Home - myCampus x Registration Term x
https://ssb.nmsu.edu/pban/bwskflib.P_SelDefTerm
Apps VA-ONCE Student L... Veterans Programs ...

NM STATE New Mexico State University

Personal Information **Student** Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Registration Term

Select a Term: 2014 Spring
2014 Fall (View only)
2014 Summer (View only)
2014 Spring
2013 Fall (View only)
2013 Summer (View only)
2013 Spring (View only)
2012 Fall (View only)
2012 Summer (View only)
2012 Spring (View only)
2011 Fall (View only)
2011 Summer (View only)
2011 Spring (View only)
2010 Fall (View only)
2010 Summer (View only)
2010 Spring (View only)
2009 Fall (View only)
2009 Summer (View only)
2009 Spring (View only)
2009 Winter (View only)
2008 Fall (View only)

Submit

RELEASE: 8.4

11:55 AM
4/9/2014

Step 4: Select request a registration document via email.

Home - myCampus x Registration x

https://ssb.nmsu.edu/pban/bwcklibs.P_StoreTerm

Apps VA-ONCE Student L... Veterans Programs ...

NM STATE New Mexico State University

Personal Information **Student** Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Registration

Graduating next term? Click [HERE](#) to complete your Degree Application online.

Check out the FAQ on waitlisting by clicking [HERE](#).
*Waitlisting ends the day before classes start for the term.

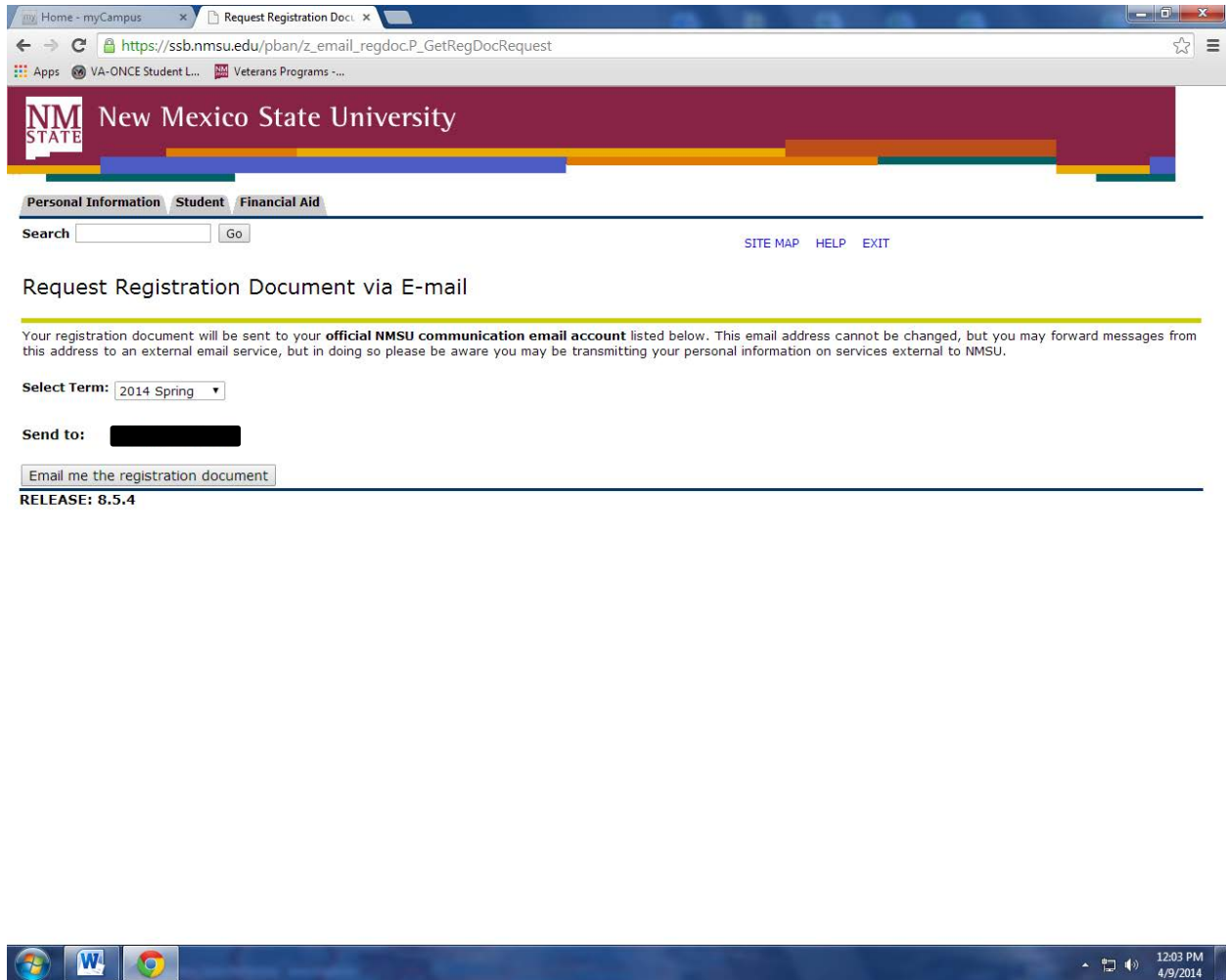
- Select Term
- Add or Drop Classes
- Look Up Classes
- Registration/Withdrawal Deadline Lookup by CRN
- Request a Registration Document via email
- Change Class Options
- [Request credit hours for variable credit courses](#)
- Week at a Glance
- Student Email Schedule
- Registration Fee Assessment
- Registration Status
- Active Registration
- Registration History
- [Concise Student Schedule](#)
- Display Catalog
- Order Books from Barnes & Noble
- *For courses taken at NMSU Main, Dona Ana, Alamogordo or Carlsbad Campuses
- Order Books from MBS Direct
- *For courses taken at NMSU Grants campus

RELEASE: 8.5.4

https://ssb.nmsu.edu/pban/bwskcrse.P_CrseSchdDet

Windows taskbar: 11:56 AM 4/9/2014

Step 5: Select term and click on Email me the registration document



The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "my Home - myCampus" and "Request Registration Doc."
- Address Bar:** https://ssb.nmsu.edu/pban/z_email_regdoc.P_GetRegDocRequest
- Navigation:** Back, Forward, and Refresh buttons.
- Page Header:** "New Mexico State University" logo and name.
- Menu:** "Personal Information", "Student", "Financial Aid".
- Search:** A search box with a "Go" button.
- Links:** "SITE MAP", "HELP", "EXIT".
- Section Header:** "Request Registration Document via E-mail".
- Text:** "Your registration document will be sent to your **official NMSU communication email account** listed below. This email address cannot be changed, but you may forward messages from this address to an external email service, but in doing so please be aware you may be transmitting your personal information on services external to NMSU."
- Form:** "Select Term:" dropdown menu with "2014 Spring" selected.
- Form:** "Send to:" field with a redacted email address.
- Form:** "Email me the registration document" button.
- Text:** "RELEASE: 8.5.4".
- Taskbar:** Windows taskbar with icons for Internet Explorer, Word, and Chrome. System tray shows "12:03 PM 4/9/2014".

Step 6: Click on the email link on the mynmsu.edu home page

The screenshot shows a web browser window displaying the mynmsu.edu home page. The browser's address bar shows the URL <https://my.nmsu.edu/group/mycampus/home>. The page features a navigation bar with 'Home' and 'Student' tabs. Below this, there are several content areas:

- QuickLaunch Navigation:** Contains 'Edit Preferences', 'LaunchPad' (with an email icon highlighted by a blue arrow), 'QuickLinks', and 'Self Serv'.
- Quick Links:** A list of links including Registration, Look Up Classes, Student Records, Student Account, Financial Aid, Degree Audit, and Schedule of Classes.
- Banner Self Service:** Includes sections for Personal Information, Student, and Financial Aid.
- Registration and Schedule Information:** Provides information about the online Class Schedule and Student Registration Guides.
- NMSU News:** A news section with a date of 4/9/14 11:50 AM and several news items, including one about an engineering associate dean speaking about adobe preservation.

The footer of the page contains legal disclaimers, privacy policy, license terms, and a timestamp of 12:05 PM on 4/9/2014.

Step 7: Forward the emailed schedule to veteransnmsua@nmsu.edu

The screenshot shows the Outlook web interface. The browser address bar displays <https://pod51034.outlook.com/owa/?ver=15.0.918.10&cver=15.0.898.11&cf=0#path=/mail>. The interface includes a navigation pane on the left with 'new mail' and a search bar. The main content area shows an email from donotreply@nmsu.edu with the subject 'New Mexico State University - Class Schedule and Statement of Account'. A blue arrow points to the 'To' field in the email header, which is currently empty. The email body contains the following text:

To: Alamogordo Campus Veterans;

Cc:

Subject: FW: New Mexico State University - Class Schedule and Statement of Account

[ClassSchedule.pdf](#) (82 KB) Preview x

From: donotreply@nmsu.edu <donotreply@nmsu.edu>
Sent: Wednesday, April 09, 2014 12:03 PM
To: [REDACTED]
Subject: New Mexico State University - Class Schedule and Statement of Account

The attached .PDF file is your Class Schedule and Statement of Account from New Mexico State University.

The password to open this file is your [NMSU](#) student ID number.

For Alamogordo Campus assistance please contact:

- Financial Aid - (575) 439-3710
- Student Services - (575) 439-3700
- Business Office - (575) 439-3603

Payments can be made by paying in person with a campus cashier, accessing the World Wide Web at <https://accounts.nmsu.edu/accounts/nmsupay/>, or mailing a payment to:

Alamogordo Campus - 2400 N. Scenic Dr, Alamogordo, NM 88310

For more information refer to registration guide at <http://registration.nmsu.edu>

ANY STUDENT, WHO DOES NOT OFFICIALLY WITHDRAW FROM [NMSU](#), BUT FAIL TO ATTEND CLASSES, WILL RECEIVE FAILING GRADES AND WILL BE LIABLE FOR ALL TUITION AND FEE CHARGES.

You will need Adobe Acrobat Reader to view this attachment. You may download the Adobe Reader software from:

<http://www.adobe.com/products/acrobat/readermain.html>

The Windows taskbar at the bottom shows the time as 12:09 PM on 4/9/2014.