IT Mission Statement

Information Technology Services is dedicated to providing excellent technology support for the MSSU community based upon best practices and industry standards with a focus on integrity, availability and security.
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1. Navigate to lionet.mssu.edu.
2. Enter the following into the fields:
   
   **User Name:** Lionet ID
   i.e. DoeJ001

   **Password:** Six-digit alpha/numeric PIN
   (All letters in password must be CAPITAL)
   i.e. 6B3JU2

   **Notes:**

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Look Up Book List

Select Student Booklist from Quick Links menu (See left graphic).

To print your booklist ...
Select Print page

To e-mail your booklist...
Select E-mail Booklist

The e-mail will be sent to your student e-mail account. You will receive a confirmation once the e-mail is sent.
Add/Drop Classes

1. Click Registration Tools in the Student Quick Links > Add or Drop Classes

2. Select the Semester/Term

3. Enter your Alternate PIN (Provided by your advisor)

4. Enter CRNs at the bottom of the screen to Add classes.

5. Use the drop down boxes to Drop classes.

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View Class Schedule

1. Select **Student Tab** under the Lionet logo

2. Select the **Semester/Term** from the portlet

**For a Weekly Schedule:**
1. Select **Registration Tools** in the Student Quick Links > Week at a Glance
2. Select the **Semester/Term**

Notes:

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Look Up Classes

1. Select **Registration Tools** in the Student Quick Links > Look Up Classes
2. Select the **Semester/Term**
3. Choose which subjects in which you would like to see classes or select **Advanced Search** for a more guided search.

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Missouri Southern State University • Information Technology
1. Click **Student Menu** in the Student Quick Links
2. Select **Student Records > Degree Evaluation (CAPP)**
   >Select Term
3. Click **Generate New Evaluation** and then select your program and semester.
4. Choose **Detail Requirements** after processing finished.
5. Print your CAPP.

**Notes:**

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**View Degree Evaluation (CAPP)**
To View Account Balance
1. Click Student tab under Lionet logo.
2. View appropriate portlet.

If you would like to pay your balance online:

1. Select **Student Account Detail** in Student Quick Links Section.
2. Click the **Pay Now** button.
3. Enter the amount you wish to pay.
4. Follow the on-screen instructions to complete payment.

**Notes:**

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**Total Amount Due:** $1,302.20
1. Select **Financial Aid** in the Student Quick Links Section.
2. Click **Award > Award for Aid Year**
3. Select the **Semester/Term**.
4. Choose the **Award Overview** to view FinAid offers.
5. Click **Terms and Conditions** to Accept the Terms.
6. Select **Accept Award Offer** to accept any awards you have.

Notes:

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**Award Package for 2013-2014 Aid Year**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Status</th>
<th>Term</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stafford Subsidized Loan</td>
<td>Accepted</td>
<td>2013 Fall (AY 2014)</td>
<td>$2,750.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accepted 2014 Spring (AY 2014)</td>
<td>$2,750.00</td>
</tr>
</tbody>
</table>

Fund Total: $5,500.00
IT User Services Help Desk

Fall, Spring, Summer Hours

Monday through Friday .......... 8:00 a.m. – 5:00 p.m.

** Hours Subject to Change **