

Accessing the Class Schedule Building Resource Links

1. Click on the resource link you wish to view.

Office of the Registrar

Missouri State > Office of the Registrar > Faculty and Staff > Class Schedule Building > How Do I?

Faculty and Staff

Submitting Grades

Class Schedule Building

Degree Works (Degree Audit and Student Educational Planner)

Resources

Training and Useful Tools

Forms

Academic Calendar

How Do I?

These instructional materials are located in Office 365. Once you choose a topic, you will prompted to login. If you are not already logged into Office 365, you will need to provide your BearPass login@missouristate.edu with your BearPass password. You may have to do this twice.

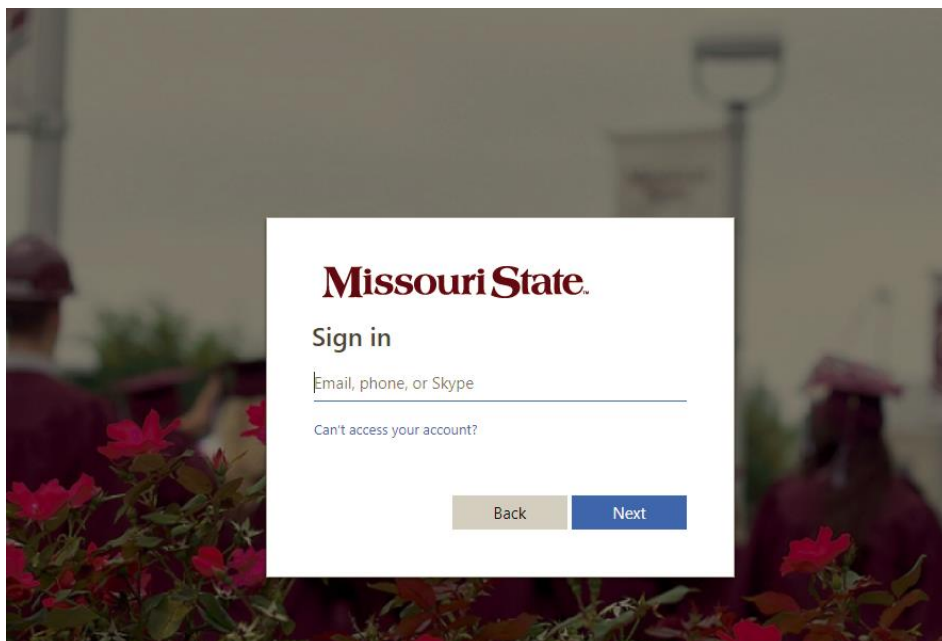
[How to Add a Meeting Type \(days/times/arranged\)](#)

[How to Add an Instructor](#)

[How Does Banner Interact with Blackboard \(Crosslisted and Not Crosslisted\)](#)

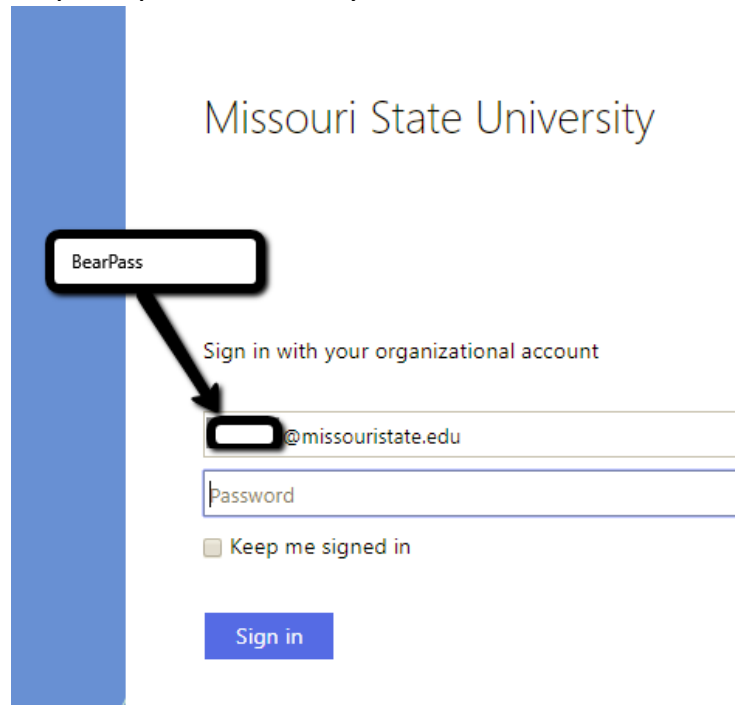
[How to Cancel a Class](#)

2. You will be prompted to log into Office 365.



3. Enter in your BearPass Login@missouristate.edu and select NEXT.

4. You may be prompted to enter your BearPass Password again.



The image shows the Missouri State University login page. A blue vertical bar is on the left. The text "Missouri State University" is at the top right. Below it, a box labeled "BearPass" has an arrow pointing to the email input field. The email field contains "@missouristate.edu". Below the email field is a password field labeled "password". Below the password field is a checkbox labeled "Keep me signed in". At the bottom is a blue "Sign in" button.

Missouri State University

BearPass

Sign in with your organizational account

@missouristate.edu

password

☐ Keep me signed in

Sign in

5. After you enter your BearPass Password, the document will load.