



"Prepares learners for a lifetime of success."

PSEO Enrollment Checklist for NEW students

Student's Name: _____

Student ID/Tech ID #: _____ StarID: _____

Academic Advisor: _____ Advisor's Contact Info: _____

Admissions Checklist:

_____ **Apply to Minnesota West** at: <https://www.mnwest.edu/get-started/apply>

(www.mnwest.edu -> "Prospective Students" -> "Apply Now" -> "Apply Now – Complete eApplication")

NOTE: When you apply online, you will be asked to create a StarID and Password. Please take note of those as you will use them for many things in the future including registration, online courses, etc.

_____ Send your **High School transcript** (with class rank and GPA) to your Academic Advisor
(You may request your HS Counselor to send your HS transcript to your Advisor directly)

_____ Complete a **PSEO Student Registration form** (work with your high school counselor to fill out the correct registration form) and send to your Advisor

_____ Fill out an **Authorization to Release Student Information form** if you would like Minnesota West to be able to disclose information about you to a 3rd party when they contact us (most often parents, caregivers, guardians, or anyone helping you with your college career) *This step is optional but highly recommended*

NOTE: Once all of the steps above are completed, you will be contacted by your Academic Advisor if further information or testing is needed. If your Cumulative HS GPA is above 2.6, you will not need to take the Accuplacer test. However, if your Cumulative HS GPA is below 2.6, and you don't have any previous test scores (ACT, SAT, Accuplacer), or if your scores are insufficient, Accuplacer testing might be recommended by your advisor.

Once you are accepted into the college:

Sign up for our **PSEO Orientation Session** (via zoom) here:

<https://outlook.office365.com/owa/calendar/MNWestOrientation@MinnState.edu/bookings/>

Register for classes

1. Work with your high school counselor on how many and what classes to take. You may also meet with you Academic Advisor for college-level advising.
2. Find the class that you want to take on our Class Schedule and write down the Course ID # (<https://eservices.minnstate.edu/registration/search/advanced.html?campusid=209>)
3. **Register for classes**
(www.mnwest.edu -> "Current Students" -> "Student Account/Email Login" -> "e-Services Student Account" -> Log in with StarID and Password -> "Courses & Registration" -> "Quick Add (Register)" -> Select the appropriate Semester -> Add Course IDs -> "Register" -> Enter StarID Password -> "Register")
4. If registration was successful, a green box will appear saying so.
If registration was not successful, a red "X" will appear below the course that was unsuccessful with an explanation. *Further action is needed.* Contact your Academic Advisor if that happens.

Access your Minnesota West Email

1. For instructions on *how* to access your email as well as *what* your email is go here:
<https://www.mnwest.edu/images/technology-services/Getting-Started-With-Student-Email.pdf>

NOTE: All and any communication from the college will go to your Minnesota West email not your personal email. It is very important that you access your MN West email regularly as that is how the college as well as your instructors will communicate with you.

If you have any issues accessing your email, please contact the Communication Center at 800-658-2330 for assistance.

Access D2L

(www.mnwest.edu -> "Current Students" -> "Online Courses – D2L" -> Log in with StarID and Password)

D2L is the platform where you will do any online courses. To learn how to navigate the site, we highly recommend taking the "**Intro to Online Learning**" Course in your D2L dashboard.

NOTE: You will have to complete the **Sexual Violence Prevention Training** in your D2L to avoid a hold being placed on your account. See attachment for more details.

Order books online at: <http://worthingtonbookstoremnwest.com/Home>

NOTE: Book Purchasing doesn't open until 3 weeks before the semester starts. Instructions on how to order your books will be emailed to you in the near future.

Instructions: Complete an enrollment form for each instructional term and postsecondary institution the student attends. Once Sections 1 and 2 are completely filled out, the next step is to work with the enrolling postsecondary institution to complete Section 3. Note: Only postsecondary institutions submit this form to the Minnesota Department of Education (MDE)

MDE College Student ID Number:

1. Student and Parent/Guardian Complete and Sign This Section

	Male	Female	Unreported	
Student Name (Last, First, M.I.)				Birthdate (MM/DD/YYYY)
Address	City	ZIP Code	Phone	
Postsecondary Institution This Term	Parent/Guardian Name		Address (if different from student)	

Public School Students: Minnesota Statutes, section 124D.09, subdivision 7, to assist the district in planning a pupil must inform the district by May 30 of each year of the pupil’s intent to enroll in postsecondary courses during the following school year. A pupil is bound by notifying or not notifying the district by May 30.

Date I/we notified the district the intent to enroll in PSEO, either semester, school year 2022-23.

All Students: Minnesota Statutes, section 124D.09, subdivision 6, requires: students and parent/guardian sign a statement indicating they have received PSEO information (including transportation reimbursement for qualified students); are aware counseling services are available; understand PSEO course responsibilities. We have received the information required under Minnesota Statutes, section 124D.09, and are aware the student above is enrolling in postsecondary courses.

My signature(s) below indicates that I/we are aware that if I/we have not notified the enrolling district by May 30, 2022, and the enrolling district has not waived the deadline, I/we may be responsible for the postsecondary costs.

Student Signature	Student Email
Parent/Guardian Signature (if student is under age 18)	Date

2. To be Completed by Secondary/Nonpublic/Home School

	Public	Nonpublic	Home School	
Secondary/Nonpublic/Home School Name	Secondary School Type (Select one)			Public Student SSID* Number

Attending Public School District Name Attending Public School District Number (xxxx-xx)

Student grade level during the 2022-23 school year. (Select one): Grade 10 Grade 11 Grade 12

Note: High school graduates are not eligible.
 Students may not enroll in PSEO courses in addition to a full high school class load. Students must also give up one period in their high school day. Does this student have at least one free class period during the high school day? Yes No

Is the above student eligible for program application? (See Pages 3-4 requirements) Yes No

My signature below certifies the student identified in Section 1 meets the eligibility requirements outlined on Pages 3-4 for participation in the PSEO program this term, and the information in Section 2 is accurate and applicable. The public school student has notified the enrolling public school district of intent to enroll by May 30, 2022, or the public school district has waived the deadline requirements.

Secondary School Contact Name	Contact Signature	Email	Phone	Date
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Student Name (Last, First, M.I.) _____ Date of Birth (MM/DD/YYYY) _____ MDE College Student ID Number _____

3. To be Completed by the Postsecondary Institution

Name of Postsecondary Institution _____ PSI Number (xxxx-xx) _____ City of Postsecondary _____

Term of Attendance (Must Select one) Semester 1 Semester 2 Qtr 1 Qtr 2 Qtr 3

Postsecondary Institution Contact Name _____ PSI Contact Email _____ Telephone _____

Courses Taken for Secondary and Postsecondary Credit	Course Number	Course Credits
Course #1		
Course #2		
Course #3		
Course #4		
Course #5		
Course #6		

Minnesota Statutes 2021, section 124D.09, subdivision 7, requires public school students to inform the district by May 30 of each year of the pupil’s intent to enroll in postsecondary courses during the following school year to assist the district in planning. A pupil is bound by notifying or not notifying the district by May 30, unless the public school district has waived the deadline as indicated in Section 2 of this form. Only public school students who have met this requirement are eligible for PSEO funding.

Minnesota Statutes, section 124D.09, subdivision 5, requires the institution send written notice to the student and the student’s school or district. The notice must indicate the course and hours of enrollment of that pupil.

My signature below indicates all statements below are true.

1. The student identified in Section 1 is registered this term for the courses indicated above, all courses are nonsectarian in content and are not remedial or developmental.
2. Tenth grade students during their first semester of PSEO participation may take only one Career or Technical Education (CTE) course.
3. The student has indicated to me the courses above are to be taken for both secondary credit and fulfill the student's high school graduation requirements.

Signature – Postsecondary Institution Contact _____ Contact Email Address _____ Date _____

*SSID stands for State Student Identification Number (i.e. MARSS Number



Data Privacy Policy

www.mnwest.edu/student-services/data-privacy

Student Data Privacy

The Family Educational Rights and Privacy Act (**FERPA**), 20 U.S.C. §1232g, and the Minnesota Government Data Practices Act, (MGDPA), and Minn. Stat. Ch 13 are federal and state laws that provide for the review and disclosure of student educational records. In accordance with these and other applicable laws, Minnesota West Community & Technical College has adopted the following policy.

Definitions

The following definitions apply for the purpose of this policy:

Student means individuals currently or formerly enrolled or registered, applicants for enrollment registration at a public educational agency or institution, or individuals who receive shared time educational services from a public agency or institution. All students at a higher education institution have the same rights regarding their educational data irrespective of age.

Educational data or educational records means data in any form directly relating to an individual student maintained by a public educational agency or institution or by a person acting for the agency or institution.

Educational records do not include:

1. Financial records of the student's parents or guardian.
2. Confidential letters or statements of recommendation placed in education records before January 1, 1975, or after January 1, 1975, if the student waived right of access.
3. Records of instructional, administrative, and educational personnel which are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker and are destroyed at the end of the school year.
4. Records of law enforcement units (if law enforcement unit is a separate entity and the records are maintained exclusively by and for law enforcement purposes).
5. Employment records related exclusively to a student's employment capacity (not employment related to status as a student, such as work study) and not available for use for any other purpose.
6. Medical and psychological treatment records, which are maintained solely by the treating professional for treatment purposes.
7. Records that only contain information about a student after that individual is no longer a student at the institution (alumni data).

Notice of Policy

Students are informed of their rights under federal and state privacy laws through this policy.

Access to Student Records

Minnesota West will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party, except as authorized by the MGDPA and FERPA or other applicable law. A copy of an informed consent release form is available from the Registrar's Office. A written consent generally must: 1) specify the records that may be disclosed; 2) state the purpose of the disclosure; 3) identify the party or class of parties to whom the disclosure may be made; and 4) be signed and dated by the student. If the release is for disclosure to an insurer or its representative, the release must also include an expiration date no later than one year from the original authorization, or two years for a life insurance application. If the student requests, the school shall provide him or her with a copy of the records released pursuant to the informed consent.

Release without Consent

As allowed by the MGDPA and FERPA, Minnesota West will release student records without consent as follows:

1. To appropriate school officials who require access to educational records in order to perform their legitimate educational interest” (see explanation below).
2. To other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment and transfer.
3. To federal, state, or local officials or agencies authorized by law.
4. To complete a student's application for, or receipt of, financial aid.
5. To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained.
6. Upon adequate proof, to the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954.
7. To comply with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena.
8. To appropriate persons in an emergency situation if the information is necessary to protect the health or safety of the students or other persons.
9. To an alleged victim of a crime of violence (as defined in 18 U.S.C. Sect 16) or non-forcible sex offense, the final results of the alleged student perpetrator's disciplinary proceeding may be released.

School Officials with a “legitimate educational interest”

Minnesota West will release information in student education records to appropriate school officials as indicated in (1) above when there is a legitimate educational interest. A school official is a person employed by Minnesota West in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

Record of Requests for Disclosure: Where required by law, a record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by the campus registration office for each student and will also be made available for inspection pursuant to this policy. If the institution discovers that a third party who has received student records from the institution has released or failed to destroy such records in violation of this policy, it will prohibit access to educational records for five (5) years. Records of requests for disclosure no longer subject to audit nor presently under request for access will be maintained according to the school's applicable records retention policy.

Credit Card Issuers Notice

2007 Minnesota Law, Chapter 144, Article 2, Section 9 {135A.145}

Minnesota West Community and Technical College including its agents, employees, student or alumni organizations, or affiliates may not sell, give, or otherwise transfer to any card issuer the name, address, telephone number or other contact information of students enrolled at Minnesota West without the student's consent. Minnesota West will also not enter into any agreement to market credit cards to our students.

Directory Information

Student directory information may be released without the student's written consent. Students who do not want their directory information released must notify the Office of the Registrar in writing. Directory Information includes:

1. Name
2. Address
3. Telephone number
4. Major field of study
5. Participation in officially recognized activities and sports - including height and weight of athletes
6. Classification (freshman, sophomore)
7. Enrollment status
8. Dates of attendance or graduation
9. Degrees, certificates and awards received

Limited Directory Information

Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data for purposes of sharing with LeadMN so the association can communicate with their members:

1. Student name
2. Email address
3. Student change code
4. Star ID
5. Tech ID

Star ID and Tech ID numbers are defined as Limited Directory Data for enterprise technology related purposes internal to the Minnesota State Colleges and Universities system that are approved by System Office IT, including, but not limited to, inclusion of email addresses and star ID numbers in a directory accessible to Minnesota State students and Employees.

Student contact information, including personal email address, will be available to the Minnesota West Foundation. Student contact information, including personal email address and StarID, will be available to third party vendors that provide services for the college.

Procedure for Requesting Data

1. The Minnesota West Community and Technical College posting of the Minnesota Government Data Practices Act (MGDPA) includes the responsible authority to which data requests are to be made. There are separate responsible authorities for personnel data and student data.
2. All requests under the MGDPA must be made in writing.
3. Minnesota West designees will respond promptly to all data requests.
 - i. If necessary, requesters may be asked for clarification of their requests.
 - ii. If necessary, the Office of General Counsel (OGC) or Attorney General's Office (AGO) may be contacted for assistance.
 - iii. If the request is extensive, the responsible authority will provide an estimated time table.
 - iv. Where applicable, copy charges will be estimated. The subjects of the data may personally receive one copy of their records without charge. 100 or fewer copies will be charged at \$0.25 per page (\$.0.50 for two sided copies). Requests for more than 100 copies, and alternative media requests, and two or more copies for the data subject will be estimated at the time of the request and will be based on allowable actual costs, with staff time in increments of ½ hour.
 - v. Cover letters that list the data provided will be sent with the responses to data requests and citations to the applicable provisions of MGDPA if access is denied.
4. Requests for data and a copy of the response will be kept for two years.
5. The College must immediately notify the OGC and AGO if notice of complaint filing with Office of Administrative Hearings (OAH) is received. They must fax a copy of the complaint, request, and response to legal counsel, and assist assigned legal counsel in collecting other data and information as needed.

Should you have questions concerning your rights, contact:

Katie Heronimus, FERPA Coordinator

507-372-3455

katie.heronimus@mnwest.edu

Minnesota West Community & Technical College
Authorization to Release Student Information

I _____ (student's name), _____ (student's ID#)

hereby authorize Minnesota West Community and Technical College to release and/or orally discuss the education records described below about me to: (list names of both parents or guardians, and 3rd party if applicable)

Name:

Relationship to Student (parent, employer, etc.):

The specific records covered by this release:

All records - includes the following:

- Accounts Receivable (itemized charges or credits)
- Financial Aid (itemized charges, credits, and refunds)
- Housing (charges, credits, and itemized damage charges)
- Registration (number of credit hours, add/drops)
- Telephone of Charges for other electronic resources
- Grade Information

Other – please specify: _____

I understand that the student records information listed above includes information which is classified as private under Minnesota Statute § 13.32 and the Federal Family Education Rights and Privacy Act. I understand that by signing this Informed Consent Form, I am authorizing Minnesota West to release to the persons named above and their representatives, information which would otherwise be private and not accessible to them.

I understand that, at my request, Minnesota West must provide me with a copy of any educational records it releases to the persons named above pursuant to this consent. I understand that I am not legally obligated to provide this information and that I may revoke this consent at any time. This consent expires after one year or until I withdraw my consent, whichever comes first. A photocopy of this authorization may be used in the same manner and with the same effect as the original document.

I am giving this consent freely and voluntarily and I understand the consequences of my giving this consent.

Student Signature: _____ Date: _____

RETURN FORM TO STUDENT SERVICES AT:

Canby Campus
1011 First St West
Canby, MN 56220

Granite Falls Campus
1593 11th Avenue
Granite Falls, MN 56241

Jackson Campus
PO Box 169
Jackson, MN 56143

Luverne Center
311 N Spring St
Luverne, MN 56156

Pipestone Campus
1314 N Hiawatha Ave
Pipestone, MN 56164

Worthington Campus
1450 Collegeway
Worthington, MN 56187



PSEO Book Orientation

Phone: 507-372-3414

HOW TO PURCHASE BOOKS

Books are generally ready to be purchased two weeks before classes begin. **You need to have your class schedule and 8 digit Student ID to purchase your books!** There are a number of classes and instructors teaching the same class but they require different books. Your schedule lists your class number, section number, and instructor therefore assuring you acquire the appropriate books.

PSEO STUDENTS

Post-secondary option students must have all their paperwork completed and approved with the PSEO coordinator before they can order books. Students must order all required books/supplies within the first 10 days of class. **Please coordinate with your HS Counselor if you have questions (Order online - ship to your home).**

When ordering online your tender option will be "FinAid/3rd party/VA/PSEO/Nelnet". You must have your 8 digit numerical ID.

REFUND POLICY

Books enclosed in shrink-wrap are NOT RETURNABLE IF UNWRAPPED. We cannot return these books to the publisher if they are unwrapped. Please do not open a shrink-wrapped book until you are sure you are in the correct class and you are staying in that class. New books sometimes contain student specific access codes. The Access Code must remain un-registered to be eligible for return. **NO RECEIPT – NO RETURN.** You will receive a full refund the first 6 days of classes (drop/add period + 1 academic school day after) if you have your receipt, the books are returned in the same condition as they were originally purchased, and are postmarked by the 6th academic day of the semester. Please include the return slip provided to you.

BOOK RETURN

After your class is finished, return any textbooks and supplies that you did not personally purchase. These items need to be returned in the condition in which they were received. If items are not returned within 10 business days, you will be charged for them!

PURCHASING BOOKS ONLINE – ALL BOOKS ARE TO BE ORDERED ONLINE

You will NEED to know your 8 digit student ID number. Example: 12345678 (NOT your StarID) Your Student ID is located in the upper right hand corner when you login to e-Services, and also on your Minnesota West photo ID card).

1. Visit our HOME PAGE at WWW.MNWEST.EDU
2. Hover over **CURRENT STUDENTS** and click on **BOOKSTORE**
3. Click on **Order Books Online**
 - a. Scroll down to Minnesota West Online Bookstore
4. Log In (First time, create an account by clicking on Register Here)
 - a. Create profile for Browsing and Shopping
 - i. **ALWAYS check mailing address when placing order by clicking on Maintain Shipping Address Book (PHYSICAL ADDRESS REQUIRED - NO PO BOXES!)**

5. Scroll up and click on **Textbooks**
(To find your registered classes visit your e-Services student account, click on **Courses and Registration** where you will review your plan and find out what courses you will need in search of your books.)



6. Click Term
7. Select Department
8. Select Course and Section.
9. Add Selection.
 - a. Repeat for each course
10. Get Course Materials.

CHECKING OUT

11. Once the books are in Your Cart
 - ◆ Choose new or used for each book selected. (If used is not available, new will be substituted—the cost will show as new, but will be recalculated if used is packed).
12. Go to Shopping Cart
13. View and proceed with Continue Checkout
14. On the Order Preference screen
 - ◆ Check the “I Understand... .” Box
 - ◆ Choose order update action
 - ◆ Continue checkout
15. Payment Options
 - ◆ **PSEO students**– click on Financial Aid/3rd party/PSEO
16. Choose Ship order (please provide complete mailing address – NO PO BOXES!)
17. When your selections are all made and you are ready to finalize your order, Click the Blue Button “**Submit Order**”. It is **IMPORTANT** to make sure you get a confirmation number. This number is specific to your order and aids us when you make inquiries regarding your purchase.
If you don't receive a confirmation number – your order DID NOT get placed! Example: Order #1234

Once your order is placed, you will receive status report emails as your order progresses. It is very important to check the email you provided to us. If there are delays/complications/payment problems with your order – we communicate through the email address you provided at the time of checkout. Please be prompt in responding so we can get your order delivered to you in a timely fashion.

Questions or problems - contact

- Worthington Campus Bookstore ~ Melissa Gehl ~ melissa.gehl@mnwest.edu ~ 507-372-3414

Pricing & Book Information Disclaimer

All information regarding Book ISBN, edition status, and materials can change with the change of instructors, addition of sections and courses, or materials becoming outdated. All totals are calculated using new prices, as we cannot guarantee the availability of used books. Pricing changes often and can occur daily. We make every effort to ensure the accuracy of all the book and pricing information on the website.



Getting Started With Student Email at Minnesota West

Minnesota West Student Email is hosted by Microsoft Office 365. This guide is intended to assist you in accessing your account for the first time. If you encounter any issues or have questions please direct them to our Minnesota West Communication Center at **800.658.2330** or visit our IT Help Desk page for hours and phone information www.mnwest.edu/larc/help-desk

To access student email you can either follow the links on our website or enter <https://outlook.com/live.mnwest.edu> in your browser's URL.

Your Minnesota West student email address is: firstname.lastname@live.mnwest.edu

This is the address people will use to send you email.

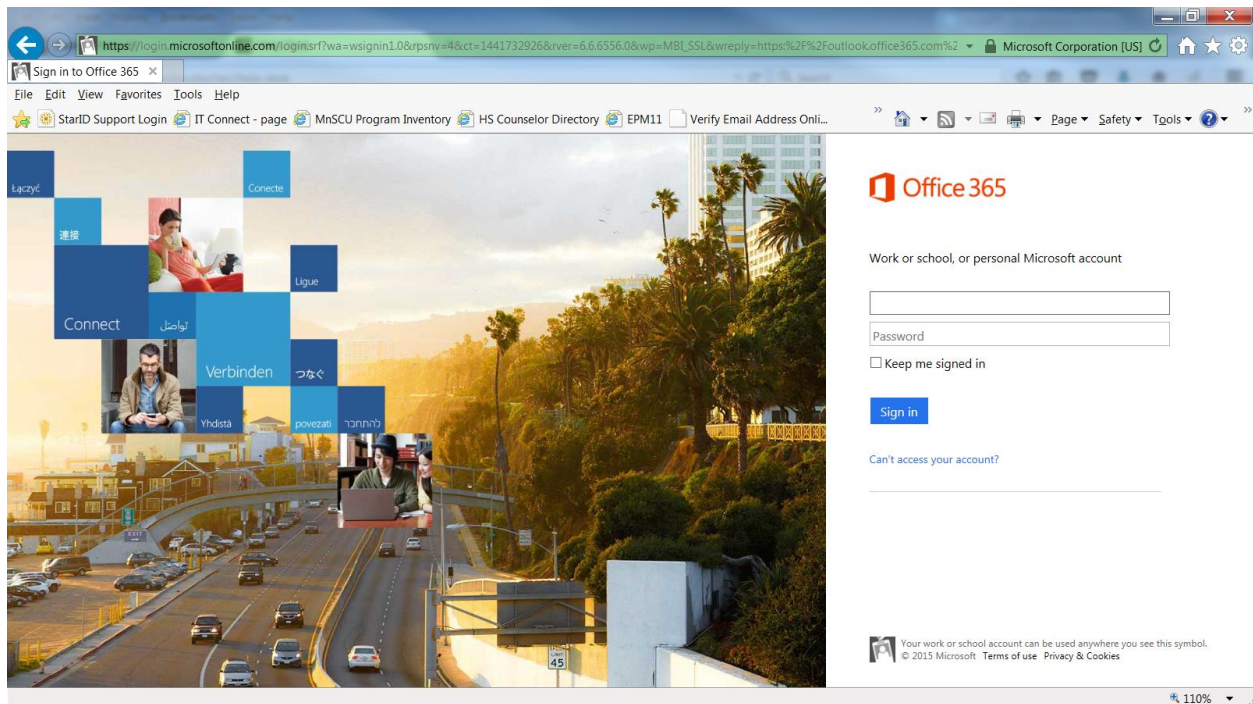
*Your login credentials to access your email account are tied to your StarID.
In order to login to your account you will need to use StarID@GO.minnstate.edu
(e.g., ab1234cd@GO.minnstate.edu) as the user account.
Your password will be your StarID password.*

What you need to do if you haven't activated your StarID:

1. Visit the activation site at <https://starid.minnstate.edu>
2. Click on **Activate StarID** and follow the instructions on the page.
 - a. If you have a social security number you will need to click on **TechID (i.e. Student ID)** and follow instructions.
 - b. If you do not have a social security number you need to click on **Verification Code** and follow instructions.

***Note: It may be necessary to use a browser such as Firefox or Google Chrome.**

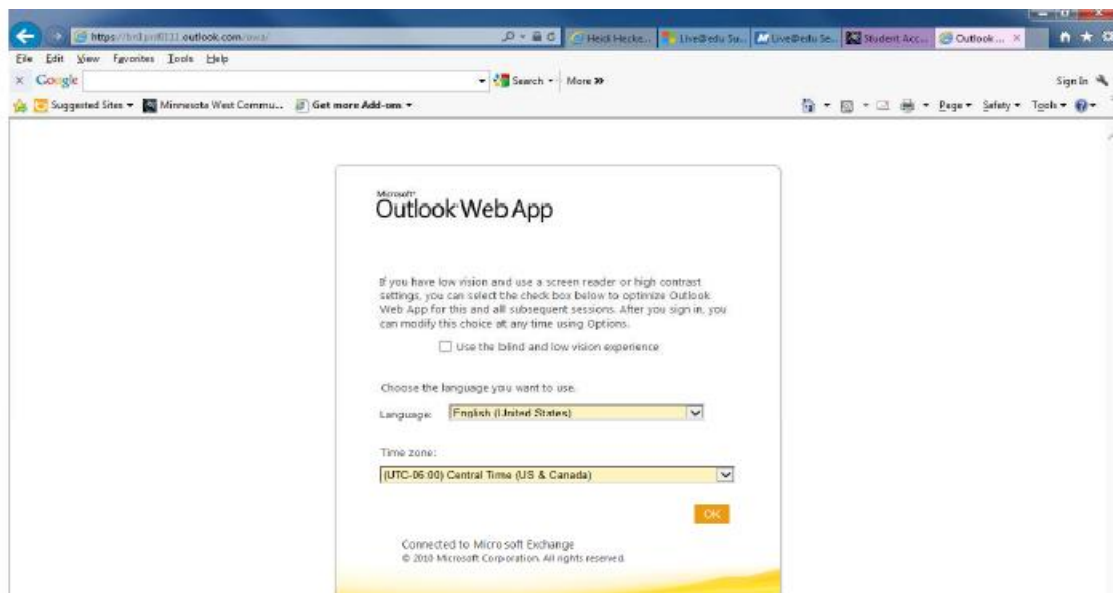
Login Page



- 1) Enter your login email address: StarID@go.minnstate.edu
Note: (make sure you use .edu and not .com)
- 2) Enter your StarID password.
- 3) Click on the “Sign In” button.

The first time you login you will need to do the following:

- 1) select your time zone and then click on the “OK” button
- 2) set up “MFA” or multi-factor authentication



What is MFA or multi-factor authentication?

Your passwords can be easily compromised. MFA immediately increases your account security by requiring multiple forms of verification to prove your identity when signing into an application. Minnesota West is taking extra steps to make sure you are who you say you are when you sign in. Two-factor verification can help stop malicious hackers from pretending to be you.



Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. [View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication p ▼

how would you like to respond?

Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/> Authentication phone	United States (+1) ▼	Your Cell Phone Number
<input type="checkbox"/> Office phone	Select your country or region ▼	
<input checked="" type="checkbox"/> Alternate authentication phone	United States (+1) ▼	Extension

Authenticator app or Token [Set up Authenticator app](#)

Authenticator app - Your Phone [Delete](#)

[Save](#) [cancel](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Additional information on MFA set up is available at: <https://docs.microsoft.com/en-us/azure/active-directory/user-help/multi-factor-authentication-end-user-signin>

Congratulations! You are now ready to start using your student email account!



Sexual Violence Prevention Training

Minnesota State, as a system, is committed to ensuring that all of our colleges and universities provide a safe environment for learning, working, and collaborating. Each academic year brings with it many new opportunities. However, it also has the potential to bring new risks.

The Sexual Violence Prevention Training addresses one of those risks – personal violence. It will provide you with information regarding crimes such as sexual assault, rape, dating and relationship violence, stalking, and sexual harassment. By completing this course, you will increase your ability to work and learn in a safe and healthy environment.

The Sexual Violence Prevention Training is located in your **D2L Brightspace Account**. This course is comprised of three modules, each of which contains a 10 – 15 minute video and a self-assessment review. To complete the course, view the videos and complete the assessments. **(NOTE: new incoming students will not be loaded into this training until the beginning of the semester)**

Minnesota Legislature has mandated that this training be administered to all new incoming students. The training must be completed within the first ten days of each semester or a registration hold will be placed on the student's account.

A screenshot of a web browser window showing the D2L Brightspace login page for Minnesota West. The browser's address bar shows the URL "https://mnwest.ims.mnscu.edu/". The page has a blue header with the Minnesota West logo. Below the header, there is a "Welcome" message and a login form. The login form includes fields for "StarID" and "Password", a "Login" button, and a "Forgot your password?" link. To the right of the login form is a small image showing two people working on a machine. At the bottom of the page, there is a "Need Help?" section with links for "StarID Self Service" and "Helpdesk". The Brightspace logo is visible at the bottom center of the page.