WHAT IS AVAILABLE ONLINE AT ‘STUDENT CENTER’, VIA BAY NAVIGATOR SELF-SERVICE

AMONG OTHERS, BELOW ARE SOME OF THE FUNCTIONS AND INFORMATION AVAILABLE TO YOU, ONLINE, AT ‘STUDENT CENTER’, VIA BAY NAVIGATOR SELF-SERVICE.

1. Learn your MassBay Student ID number
2. View and print your grades
3. Request official transcripts
4. Request enrollment verifications
5. Pay your account balances
6. View if any ‘holds’ placed on your record
7. Register and/or drop classes
8. Review, change or add addresses
9. Search for courses offered
10. Look up textbook prices
11. View transfer credits received
12. View and print your class schedule
13. Find out your advisor

TO ACCESS ‘STUDENT CENTER’

1. Navigate to www.massbay.edu
2. Scroll down to the bottom of the page
3. Click on the Bay Navigator link
4. Enter your username and password for Bay Navigator
5. Click on the menu item – Self-Service.
6. Click on the menu item – Student Center

FIND OUT WHAT YOUR BAY NAVIGATOR USER ID AND INITIAL-PASSWORD ARE

1. Navigate to http://mbccweb.massbay.edu/info/
2. Follow on-screen instructions
3. For assistance, contact the MassBay Helpdesk at (781-239-2440), or the Helpdesk link found at bottom of screen at www.massbay.edu. Helpdesk provides 24/7 immediate support for many issues including resetting passwords.

Please note: If you need to update or correct your last name, social security number and/or birthdate, you must go to the office of the registrar, located in the enrollment center of Wellesley Hills campus as well as Framingham campus, with a picture-identification.

QUICK STEPS TO STUDENT ACCOUNTS

1. Navigate to www.massbay.edu scroll down to the bottom of the page
2. Click on the Bay Navigator link
3. Enter your username and password for Bay Navigator if you don’t know your username and password, use the students: lookup username and password link, found on the log-in screen.
4. Choose the menu item – Self-Service. Next, choose menu item Campus Finances
5. Under the Campus Finances section choose one of the following:
   a. Account Inquiry: To review student account detail tuition and fees charges and payments
   b. Make a Payment: To pay the college in full using a credit card, or to join a payment plan with Nelnet (NBS, Facts) for the current term. Follow instructions elsewhere on this flyer.
   c. Waive Fees: Student may waive Masspir (9) and/or textbook endowment ($5) fee for the current term
   d. Waive Health Insurance: To waive the mandatory health insurance fee for the current term. Once submitted, no changes can be made to the online waiver. Waivers must be submitted before the bill due date or at the time of registration. Will need own health insurance card available to enter valid information. Follow instructions elsewhere on this flyer.

QUICK STEPS TO WAIVE HEALTH INSURANCE

1. Navigate to www.massbay.edu
2. Click on the Bay Navigator link, found at the bottom of screen
3. Enter your username and password for Bay Navigator
4. Choose the menu item – Self-Service, next, choose menu item Campus Finances
5. Click Waive Health Insurance. New window will open. At this point you will need your health insurance card available to enter valid information
6. Choose your insurance company from the look up list. If your insurance company is not listed, you may choose 'other' from the look up list. If you choose option 'other', another box will appear and you must fill in the name of the company. The student accounts office will monitor this field and validate the insurance company
7. Enter in the policy number or group id number of the insurance plan
8. Enter the full name of the person who carries the insurance i.e. who pays the premium
9. From the drop down list choose the relation to the subscriber i.e. mother, father
10. Click save when all the information has been entered
11. A new widow will pop up asking to save or cancel the submission
12. Click 'ok', then navigate to Account Inquiry to confirm that the charges are adjusted

MAKE A PAYMENT/SIGN UP FOR PAYMENT-PLAN

1. Click on Self Service, next on Campus Finances, next on Make a Payment: You will need your credit or debit card available.
2. Option for paying the college directly, in full, using card Skip down to the second box and begin to enter payment information for the term. Otherwise
3. Click Set Up Payment Plan: New window will open.
   a. Next screen click the link Payment Plan. A new window should open. You must first disable your browser tool’s pop-up blocker feature in order to allow the pop-up page to open. A new window will open for Nelnet (NBS, Facts) website. Continue to set up the Payment Plan

(Over)
### Class Schedule View and Print

Students should view and print their class schedule prior to coming in for their classes.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log in to Bay Navigator self-service found at <a href="http://www.massbay.edu">www.massbay.edu</a></td>
</tr>
<tr>
<td>2</td>
<td>Click on ‘Self Service’</td>
</tr>
<tr>
<td>3</td>
<td>Click on ‘Student Center’</td>
</tr>
<tr>
<td>4</td>
<td>Under the section titled ‘Academics’, click on ‘Class Schedule’ found in the ‘Other Academics’ drop-down menu.</td>
</tr>
<tr>
<td>5</td>
<td>Review your schedule, then click on the printer icon of your web browser to obtain a printout of it.</td>
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</tbody>
</table>

**Please Note:** Protect this printout and do not leave it unattended or throw in the trash.