Course Evaluation Request Registration Instructions

1. Click on the following secure link (Internet Explorer preferred browser):
   https://share.mnsu.edu/acadaff/irpa/assessment/Course%20Evaluations/Forms/AllItems.aspx

   If you are accessing this link from off campus, you may need to log in with your username in the following format: campus\starid

2. Click “Add Document”

3. Select your name from the instructor list.
   (If your name is not listed on the above link, please contact your supervisor and the administrative assistant of your department. They may submit separate requests for TA’s and/or adjunct instructors.)

4. Select your course sections, form type, and preferred delivery method (for details read form types and delivery methods below).

5. Click “Submit” at the bottom of the page.

6. Sign out of the system from the upper right corner of the webpage.
   (Note: If you are using a Windows, use one of the following web browsers to register: Chrome, Firefox or Internet Explorer. Safari on Mac OS X is also supported. If you are prompted to login from off-campus, refer to the attachment for instructions on how to format your username. Notify the IT Service Desk if you experience login difficulties: http://www.mnsu.edu/its/contact.html)