BannerWeb Course Registration Instructions

BannerWeb is a very secure website that allows you to register for courses, view your grades, schedule, financial aid status, transcript, and any holds on your account. This documentation outlines the class registration process. First, you must meet with your academic advisor. They will assist you with choosing your courses and they have the web registration alternate PIN information that you will need in order to register on-line.

Step One: Get Your Course CRNs (Course Reference Number) for Registration

Go to the Course Schedule page.

Here you can view the courses that are offered on your campus for the upcoming term. Once you and your advisor make decisions on which classes to take write down their five digit CRNs. You will use these CRNs to register.

Step Two: Login to BannerWeb

Go to the BannerWeb page (this will also open in a new window)
User ID: This is your Student Identification Number. The User ID should not include spaces or dashes. For example: B12345678.

PIN: Enter your PIN number. This is **not** your "alternate PIN," which will be used later in the registration process. The PIN should not include spaces, slashes, or dashes. The PIN also cannot include letters, only numbers will work. If you’ve been into BannerWeb before, it would have asked you to choose a new PIN, you will need to recall that number. It is recommended that you change your PIN.

Click the "Login" button.

**Step Three: Register for Classes**

You should now be at the main menu page, which looks like this:

Click on "**Student Services & Financial Aid.**" This will take you to the Student & Financial Aid page, which looks like this:
Click on "Registration." This will take you to the Registration page, which looks like this:

Click on "Select Term." This will take you to the Term Selection page, which looks like this:
Select the upcoming semester from the drop-down menu and click the "Submit" button. This will take you back to the registration screen, which looks like this:
Click on "Add/Drop Classes" which is also first time registration. You will then be taken to the alternate PIN page, which look like this:
Traditional Undergraduate students should enter the six-digit alternate PIN given to you during your advisement appointment and click the "Submit" button. If you don't know your alternate PIN, consult your advisor. Graduate, Extended Studies, and Online students should enter a PIN of 111111. This will take you to the "Add or Drop Classes" page, which look like this:

Now simply enter in the CRNs you wrote down on your registration form with your advisor in step one and click the "Submit Changes" button. A page will come up confirming your registration/drop/add. You may wish to print this page for reference.

Be sure to Exit completely. Be sure to secure your registration form after use.

The College of St. Scholastica – 2007