Requirements to register online:

1. You must be a current student.
2. You must have a Login and a PIN number. (See your adviser if you do not have a Login and PIN.)
3. You must not have any registration holds. Possible registration holds include (but are not limited to): financial aid, bookstore, academics, and transcripts.

Banner Web Registration Instructions

1. Read registration criteria above.
2. Read and print these registration instructions for future use.
3. Click the "BANNER" button at the top of the page to continue to Chattahoochee Tech's BannerWeb page
4. Select the BannerWeb link/logo to continue to the secure area
5. Type your student identification number (your Social Security number) in the User ID field without using dashes See the following example: Example: User ID = 123456789.
6. Type your personal identification number (PIN) in the PIN field. Your banner web PIN is your birth date. See the following example: Example: Birth Date = April 21, 1959 PIN = 042159
7. Click the "Login" button.
8. Click "Student Services and Financial Aid" at top of page.
9. Click "Registration."
10. Click "Add/Drop Classes".
11. Click on the term in which you need to register.
12. Click "Submit Term."
13. If you know the CRN numbers: Enter CRN numbers in the input boxes. Click "Submit Changes".
14. If you do not know the CRN numbers: Click "Class Search". Enter search criteria. Click "Find Classes". Click checkbox on the left side of the screen to indicate the course you need.
15. Click "Register".
16. Scroll down and make sure all the classes you chose show and their status is "Registered Web" on the right side of the screen. If your schedule indicates registration errors please contact your adviser.
17. Click "View Fee Assessment" at bottom of page.
18. Print a copy of your assessed fees for your records.
19. Please verify that your Financial Aid is complete.
20. Click "Detail Schedule" at the bottom of the page.
21. Print a copy of your schedule for your records.

21. Click "Exit"

22. Click "Return to homepage"

23. Be prepared to show your copy of your schedule at the book store when activating your book voucher.

24. Report to the business office to pay your $35 technology fee and any other fees that are due. **Please note:** Students now have the option to authorize the Technology fee be deducted from the HOPE book voucher instead of making a payment to the Business Office. Each student must authorize this deduction via "My Account" (Banner).

If you have any questions, please contact the Student Affairs Office on your campus.