

## Forgot Your PIN?

If you forget your PIN (and you have logged in before):

- On the login screen, enter your Banner ID.
- Leave PIN blank and click the Forgot PIN option.
- Type the answer to the security question that you created and choose Submit Answer.
- On the "Reset your PIN" screen, enter a new PIN of your choice twice and choose Reset PIN. (PIN must be six characters long but may be alphanumeric)

Refer to the *Banner Web Help for Students* section of this brochure if you continue having a problem using your Banner

## Term Selection

Before you begin working in Banner registration, you may want to select the term. If you do not, when you perform a function you will be asked to pick one. The one you choose will be active until you change it or log off.

- To choose a term, go to Student and Financial Aid, Registration and click on the "Term Selection" link.

## Campus Calendar

Keep yourself informed of important dates such as advisement, registration, drop/add, midterm, finals, and etc. by utilizing the campus calendar that is updated and posted on the Academics tab of the main web page.

Direct Link:

<http://www.ogeecheetech.edu/academics/calendar.html>

Please review this often as some dates may change to prevent scheduling conflicts within the institution.

## Banner Tips

- High speed Internet access or on-campus connection is recommended
- If you disable your account, there is an e-mail link you can click to request a reset to your original PIN .
- You can use the "Back" button in your browser to navigate.
- Using the "Check your Registration Status" Link will show you any holds on your account,

## Banner Web Help for Students

- Account Assistance information is located under the Current Students tab from the OTC homepage. Please check this link to determine if your issue has been addressed.
- For login assistance email: [aburkes@ogeecheetech.edu](mailto:aburkes@ogeecheetech.edu)
- For registration assistance, contact the Registrar's Office at (912) 486-7865 or stop by the Student Assistance Center in the Joe Kennedy Building on the main campus.



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[Banner@ogeecheetech.edu](mailto:Banner@ogeecheetech.edu)

## Banner Student Registration Guide

### What is Banner Web?

Banner Web is the Ogeechee Technical College student information / registration system.

### Login to Banner Web

Use a computer with high-speed Internet access.

- Open your Internet browser (see Banner Tips section.)
- Go to <http://www.ogeecheetech.edu>
- Select Banner Web under the Current Students Tab

### BANNER ID

- Your Banner ID is a nine character unique value that identifies you in the Banner system. Your Banner ID will always begin with the 9100 numeric values.
- Enter your Banner PIN (six alphanumeric characters).

BANNER PIN (Personal Identification Number) = Password

The first time you login:

- Your default PIN is your date of birth in the MMDDYY six number format. For example, if your birthday is April 13, 1981, your initial PIN is 041381.
- You will be prompted to change your PIN during the first login.
- You will be asked to create a security question/answer. You will need this to reset your PIN in the future. Please limit it to a one or two word answer that you can remember.
- Choose Login

## Banner Web Registration

Meet with your advisor, discuss your program of study and progress towards completion, and obtain your RAN (Registration Access Number). Your advisor may provide you with CRN (Course Reference Numbers) to use during online registration.

### Look up CRN and Register

- Login to Banner Web.
- Choose **Student and Financial Aid**.
- Choose **Search For Classes**.

**You should now be prompted to enter your RAN. This number changes each quarter and can only be given to you by your advisor. This number is separate from your login PIN.**

- Enter criteria for a class section.
- Choose **Class Search**.
- Click to enter a check mark in front of a class to register for it.
- **Choose Register**. If you choose Add to Worksheet, you are not registered until you submit your worksheet.
- If there is a seat available and no errors appear when you submit, the class is added to your schedule (you are registered for it).

### Enter a CRN to Register

- Choose **Add and Drop Classes**.
- You are brought to the "Add or Drop Classes" screen. Your current schedule will appear at the top and the worksheet at the bottom.
- In the "Add Classes Worksheet" section you can enter CRN(s) for classes that you would like to register for.

*(If you do not know the CRN click on the Class Search or refer to the Look Up CRN section above.)*

- If there is a seat available and no errors appear when you submit, the class is added to your schedule (you are registered for it).
- Your current schedule will appear on the same page above the worksheet area.

## Drop a Class

- On the schedule that appears, choose Drop from the Action column for the class to drop.
- Choose Submit Changes (at the bottom of the worksheet)

### View and Print your Schedule

Use the Student Detail Schedule to see detailed information on the classes that you are registered for in a printable format.

- Choose **Student Detail Schedule**
- Choose the printer friendly version if desired
- Choose **Submit**
- Choose to Print from your Internet Browser.

## Registration Errors and Overrides

When attempting to register for a course you may receive a message indicating "Registration Add Error". This means that there is a least one course restriction which you do not qualify for as defined in the registration checking software.

The error that you receive will have some information as to which restriction is not being met. Some examples of common errors are Pre/Co-requisite Course Error, Test Score Error, Major Restriction Error, or Time Conflict Error.

Courses with registration errors will not add to your schedule through Banner Web. Please note the error type that you receive and the CRN for the course(s) .

- Log in to your Student E-mail Account
- Select the Compose New Message Option
- In the "To:" field type: mmeyer@ogeecheetech.edu
- In the "CC:" field type your advisor's e-mail address.
- In the "Subject:" type Banner Web Registration Error
- In the body, be sure to include your Banner ID (9100) number, the CRN for which you were attempting to register, and the error message that you received.

You will be contacted through your Student Email Account regarding any decision or overrides needed. Please check it frequently.



# Common Terminology and Tips

- **RAN** = Registration Access number
- **CRN** = Course Reference Number
- **PIN** = Personal Identification Number (Banner Web Password)
- **SUBJ** = Course Subject Code (Example = ENG for English)
- **TBA** = To Be Announced (is used for course times and locations)

### Tips:

- Use a security question and answer that is unchanging. If you use a pets name but get a new pet you may have to play a guessing game later.
- The security question answer is case sensitive. Remember to type this in as you will from this point forward.
- View your **Registration Fee Assessment**. Even if you have assistance through Financial Aid that pays your tuition, this screen will warn you of any charges that may be required such as liability insurance.
- Ask questions when needed. If you are unsure about a course, transfer course, or substitution for your program curriculum, be sure to ask your advisor early so that issues can be resolved..
- Register as soon as possible once advisement begins. Courses are set with a maximum enrollment number for students and can fill for the times or days that you wish to attend.
- The Class Schedule and the Course Catalog are available on the Banner Log in page and can be viewed as you are trying to determine your scheduling needs.
- The Degree Evaluation link can evaluate your course progress towards the program curriculum requirements to determine what courses are needed for graduation.