

Directions for Registering Online

Go to www.savannahtech.edu and click on **BANNER** at the bottom of the page.

Click on **Student Access**.

Read and click on **I agree to the above student policy**.

Click on **Enter Secure Area**.

Carefully read **User Login** instructions and Login using your existing PIN number. If this is your first time logging into BANNER Web, you will need to create a permanent PIN (this is not your alternate PIN).

Click on **Student Services & Financial Aid**.

Click on **Registration**.

Click on **Add/Drop Classes**.

Select a Term then click **Submit**.

Next you will be prompted to enter the **Alternate PIN**.

You will now be able to build your schedule.

If you know the CRN number, add it in the boxes labeled **CRNs** at the bottom of the screen.

If you do not know the CRN number, you will need to search for your class(es).

Click on **Class Search**.

A series of options will appear which consist of:

- **Subject**-choose the course name and highlight it
- **Course Number**-enter the 4 digit course number
- **Campus**-you can select a specific campus or search **All**

Next you will see all the **Sections Found** for that course and you will be able to **check the box** of the specific course you want to take. If the block has a "C", the course is closed. If you receive a restricted message, contact your advisor.

Once you have completed these steps, a screen with your **Current Schedule** will appear which will list the class information. You may search for additional classes or click on Submit Changes to save.

Always check your schedule to ensure you have selected the correct campus.

To view and print your schedule selections, click on **Student Detail Schedule** at the bottom of the form.

To see the amount due for your classes, click on **Tuition/Fees/Amount Due** at the bottom of the screen.

Select the term for payment and then click on **Select Term**.

From that same screen, you can check your **Financial Aid Award**.

Click on the following:

- **Student and Financial Aid tab** (at top next to Personal Information tab)
- **Financial Aid**
- **My Award Information**
- **Award by Aid Year** – then select **Aid Year** and **Submit**
- Then Click the **Award Overview tab**