INSTRUCTIONS FOR WEB BANNER REGISTRATION

➢ Log onto www.alcorn.edu

➢ Click Student

➢ Click Banner Online Services

➢ Enter User ID (Axxxxxx) or Social Security Number

➢ Enter PIN (usually a 6-digit code)
  o If you have forgotten your pin number, click on forgot pin and answer the security question
  o Reset your pin number to another 6-digit code

➢ Click Log-in

➢ Click Student Services and Financial Aid Menu

➢ Click Course Enrollment and Registration

➢ Click Look-Up Classes To Add

➢ Select Term

➢ Look-up classes by selecting the subject (Ex: EN 213 will be under English)

➢ Click Course Search (find the course)

➢ Click View Sections

➢ To view schedule, click on Student Detail Schedule

See schedule of saved hours. (If there is a problem with the schedule, it will be indicated at the bottom of the screen indicating what needs to be edited. Return to the Registration Menu to print a detailed schedule of the classes.)