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)
  - If you have forgotten your pin number, click on *forgot pin* and answer the security question
  - 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.)