BannerWeb Training for SUES Students

WELCOME TO BANNERWEB TRAINING FOR STUDENTS!
BannerWeb Features

In the Unsecured Area:
- View the latest class offerings (updated daily!)
- View course listings (descriptions)
- View other general information

In the Secured Area:
- View personal information related to you
- Conduct registration transactions
BannerWeb Features

What can you do using BannerWeb?

- BannerWeb allows you to access your academic data via a user-friendly web browser - anywhere, anytime:
  - Academic History and student records
  - Register for classes, add/drop/withdraw
  - View detailed schedule of your classes
  - Check your registration status
  - View your grades
BannerWeb Features

- Other Personal Information:
- View student account and holds
- Change address, telephone, e-mail addresses
Accessing BannerWeb

- Access BannerWeb by going to: http://www.my.ltu.edu
- Click on the BannerWeb link on the right hand side.
- DO NOT use the BannerWeb tab at the top.
Accessing the Secured Area

- Click on the “Login to Secure Area” link
- This will then take you to the next login screen where you will enter your ID and PIN.
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- Use your 9-digit Banner ID number to login.
- Your initial PIN is 111111.
Accessing the Secured Area

- You will be asked immediately to enter a new PIN.
- Enter your OLD PIN (111111).
- Then enter your new PIN. Then enter your new PIN again.
BannerWeb Registration

To register, select “Student Services and Financial Aid’’. 
BannerWeb Registration

- Click on “Registration”
Now, click on “Select Term”. You should select Summer 2005 and then “Submit Term”.
To register, you enter the CRN in the boxes. Your instructor will tell you the CRN (Course Reference Number.)

Click on “Submit Changes”. (Note: at this point you are registered!)
Once registered, you can view your class schedule.
Viewing Your Academic History

- You can view your unofficial transcript at any time!
Frequently Asked Questions

- **What if I forget my PIN?**
  
  You should set up a security question at your initial login. When you forget your PIN, you can click on “Forgot PIN” at the login screen and you will be prompted with your security question. You can also call the Registrar’s Office or the HelpDesk for assistance (numbers at the end of this document.)
Frequently Asked Questions

- **How do I change my PIN?**
  You can login to BannerWeb and click on Personal Information and follow the instructions to change your PIN.
Where to Go For Help

- **Who do I contact for help?**
  The Registrar’s Office at 248.204.3100 or registrar@ltu.edu
  OR
  The HelpDesk at 248.204.2330 or helpdesk@ltu.edu.