Office of the Registrar

ONLINE BANNERWEB REGISTRATION INSTRUCTIONS

- Make sure you have your advisor's ALT PIN, if required. If you do not have the ALT PIN, please contact your advisor now to obtain your PIN.
- Next, access the website http://www.my.ltu.edu.
- Click on “BANNERWEB”
- Click on “LOGIN TO SECURE AREA”
- Login to BannerWeb, using your 9-digit Banner ID number and your PIN (not the PIN your advisor provided you). If you have forgotten your PIN, see the instructions below.
- After you login, click on “STUDENT SERVICES AND FINANCIAL AID”
- Click on “REGISTRATION”
- Select “TERM” – You should select the designated semester for which you are enrolling.
- Select “ADD/DROP”
- You will be asked for your ALTERNATE PIN (if required). This is the Alternate PIN that your advisor provides you.
- Begin entering the CRN (Course Reference Number) for each of your classes.
- When done, click “SUBMIT CHANGES”. Remember that you are assessed a non-refundable $110 Registration Fee for registering. Be sure you want these classes!
- You are REGISTERED! Congratulations!
- To view your schedule, click on “MAIN MENU”
- Click on “STUDENT SCHEDULE, BY DAY AND TIME”

IF YOU HAVE FORGOTTEN YOUR PIN:

- Enter your 9-digit Banner ID and then click “FORGOT PIN”
- Your Security Question will appear.
- Enter the answer to your security question.
- You will then be asked to enter a new PIN and then to confirm the new PIN.
- You are then logged in!
- For more PIN assistance, contact the HelpDesk at 248.204.2330 or the Registrar’s Office at 248.204.3100