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## Registration

- 1.) You will now be directed to the Banner Web home screen.
- 2.) Select **“Student Services”** from the menu or the tab at the top.
- 3.) Select **“Registration”** from the menu.
- 4.) Click **“Select Term.”**
- 5.) Choose the term you would like to register for.  
Example Fall 2015.
- 6.) Click **“Submit.”**
- 7.) Select **“Add or Drop Classes”** from the menu.

The screenshots illustrate the registration process steps:

- Home Page:** Shows the CBU bannerWEB logo and navigation tabs: Personal Information, Student Services, Faculty Services, Employee Services. A search bar and a "Go" button are present.
- Student Services:** Reached by clicking "Student Services" in the top menu. It shows a "Registration" link highlighted in a green box.
- Registration:** Reached by clicking "Registration". It shows a "Select Term" link highlighted in a green box.
- Select Term:** Reached by clicking "Select Term". It shows a dropdown menu with "Fall 2014" selected and a "Submit" button highlighted in a green box.
- Add or Drop Classes:** Reached by clicking "Submit". It shows the "Add or Drop Classes" link highlighted in a green box.

- 8.) Enter your Alternate PIN number.
  - a. Your Alt. PIN is given to you by your advisor each semester.
  - b. After you register for a course the ALT PIN will be saved for that term in Banner Web.
  - c. Click **"Submit."**
- 9.) There are two ways to register:
  - a. Enter all the CRNs your advisor gave you. Click **"Submit Changes."**

Personal Information Student Services Faculty Services Employee Services

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Alternate PIN Verification

Please enter your Alternate Personal Identification Number and click Login.

If you are a day student or undergraduate, professional studies student who has already registered for at least one class this term or in a different program you can find your Alternate PIN number [here.](#)

Alternate PIN:

Submit

SE: 8.1 powered by @sct

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Register. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If you are unsure of which classes to add, click Class Search to review the class schedule.

If you are unsure of which classes to add, click Class Search to review the class schedule.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Reg. on Apr 29, 2014	None	10535	BLAW	301	1	Undergraduate	3.000	Normal		Business Law I
**Web Reg. on Apr 29, 2014	None	10551	ORIN	101	2	Undergraduate	3.000	Normal		Foundation for Excellence

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: May 12, 2014 01:41 pm

#### Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

CBU bannerWEB

Personal Information Student Services Faculty Services Employee Services

Search  Go

### Look-Up Classes to Add:

Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of filters. You must select at least one Subject. When your selection is complete, click Class Search to perform the search.

**NOTE:** Evening courses are designed for professional studies students. In order to allow these students primary access to evening removed from an evening course in the event that it becomes overloaded.

Subject: All Accounting Air Force ROTC

Course Number:

Title:

Schedule Type:

Instructional Method: All Hybrid Online

Credit Range:  hours to  hours

Campus: All CAPS Main

Course Level: All Graduate Undergraduate

Part of Term: All Non-date based courses only ENGM First 8 week Term ENGM Second 8 week Term

Instructor: All Afaki, James Alexander, David G.

Session: All Day Evening

Attribute Type: All Honors Class International Experience

Start Time: Hour  Minute  am/pm

End Time: Hour  Minute  am/pm

Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

Class Search Reset

b. Search for classes and register.

CBU bannerWEB

Personal Information Student Services Faculty Services Employee Services

Search  Go

### Registration

- Select Term
- Add or Drop Classes
- Look-up Classes
- Student Schedule
- Student Detail Schedule
- Registration Fee Assessment
- Registration Status

CBU bannerWEB

Personal Information Student Services Faculty Services Employee Services

Search  Go

### Look-Up Classes to Add:

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location
<input checked="" type="checkbox"/>	10015	ACCT	260	A	M	3.000	Financial Accounting	TR	11:00 am-12:15 pm	24	17	7	0	0	0	0	0	0	Andrew J. Morgret (P)	08/25-12/19	BU 104
<input type="checkbox"/>	10016	ACCT	260	B	M	3.000	Financial Accounting	MWF	09:00 am-	24	20	4	0	0	0	0	0	0	Andrew J. Morgret	08/25-12/19	BU 222
<input type="checkbox"/>	10581	ACCT	430	A	M	3.000	Federal Income Taxation I	TR	08:00 am-09:15 am	22	7	15	0	0	0	0	0	0	Andrew J. Morgret (P)	08/25-12/19	BU 112
<input type="checkbox"/>	10376	ACCT	465	I	M	3.000	Advanced Accounting I	R	05:45 pm-07:55 pm	15	8	7	0	0	0	22	10	12	Ronald H. Eaton (P)	08/25-12/19	BU 357
<input type="checkbox"/>	10024	ACCT	490	A	M	3.000	Professional Accounting Ethics	TR	03:30 pm-04:45 pm	22	8	14	0	0	0	0	0	0	Linda F. Christensen (P)	08/25-12/19	BU 222

Register Add to Worksheet Class Search

- 10.) Registration Errors
  - a. If you get a registration stop sign there is an error with one or more of the classes you selected. You will need special permission and overrides to enroll in that specific course.
  - b. Please write down the "Status" code of each error you receive.

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Level Restriction	10699	HIST	401	IN1	Undergraduate	3.000	Normal		Internship

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset

Write down the type/status of the Registration Error.

## Printing Your Schedule

- 1.) Click on "Student Services."
- 2.) Select "Student Detail Schedule."
- 3.) Your schedule will populate.
- 4.) Select the printer icon on the top right.
- 5.) Be sure to print your schedule the night before class, in case the room assignment has changed.

Personal Information Student Services Faculty Services

Search  Go RETURN

**Registration**

- Select Term
- Add or Drop Classes
- Look-up Classes
- Student Schedule
- Student Detail Schedule**
- Registration Fee Assessment
- Registration Status
- Alternate PIN Reminder

Student Detail Schedule

**CBU bannerWEB**

Personal Information Student Services Faculty Services Employee Services

Search  Go RETURN TO MENU

Student Detail Schedule for

Total Credit Hours: 6.000

**Business Law I - BLAW 301 - 1**

Associated Term: Fall 2014  
 CRN: 10535  
 Status: \*\*Web Reg. on Apr 29, 2014  
 Assigned Instructor: Stephen B. Wilke

Grade Mode: Normal  
 Credits: 3.000  
 Level: Undergraduate  
 Campus: CAPS

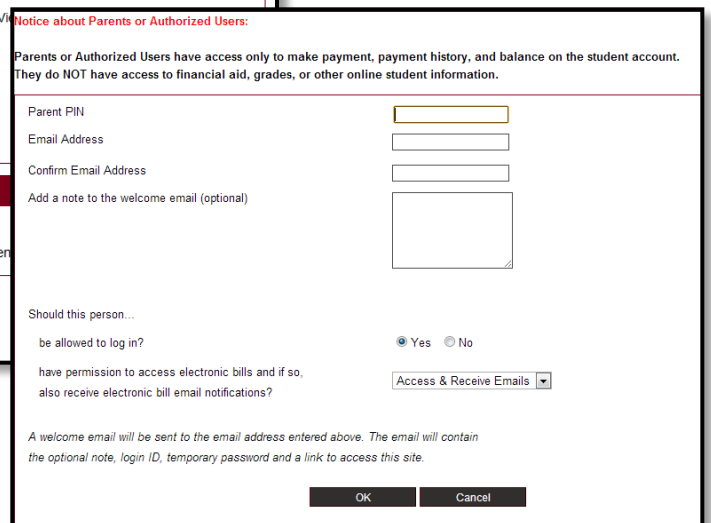
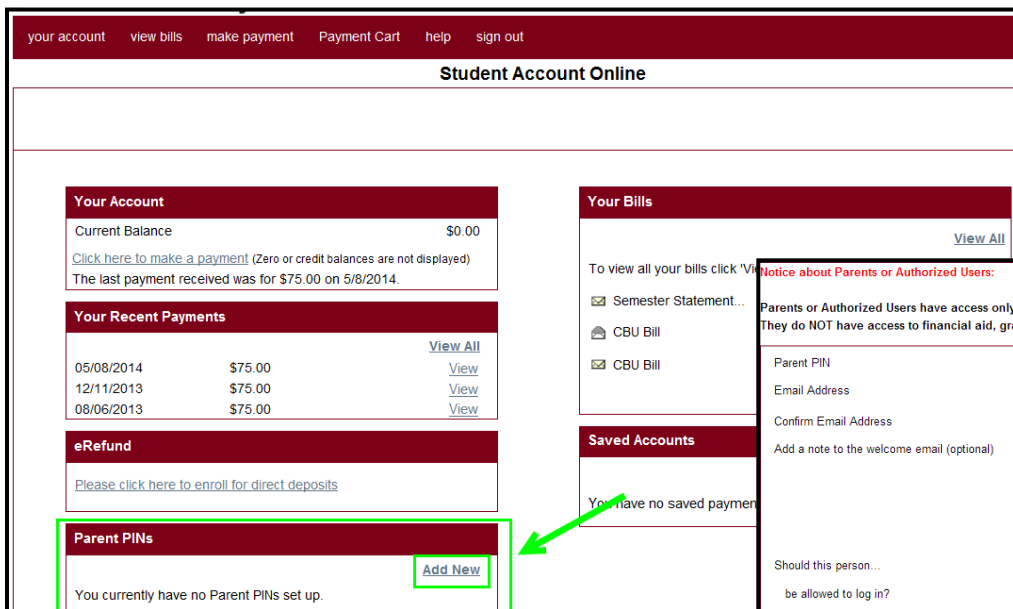
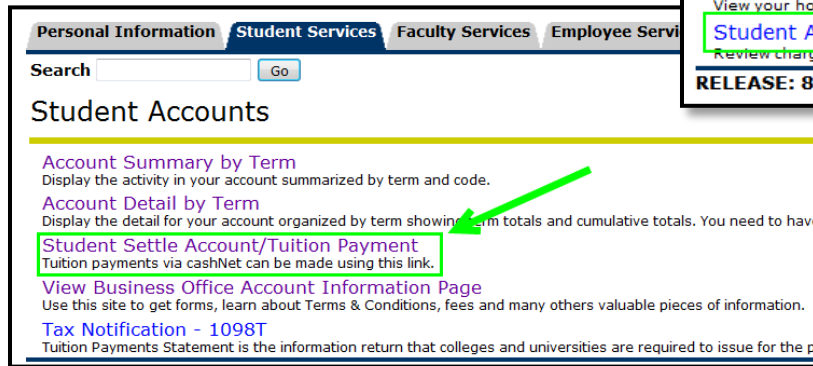
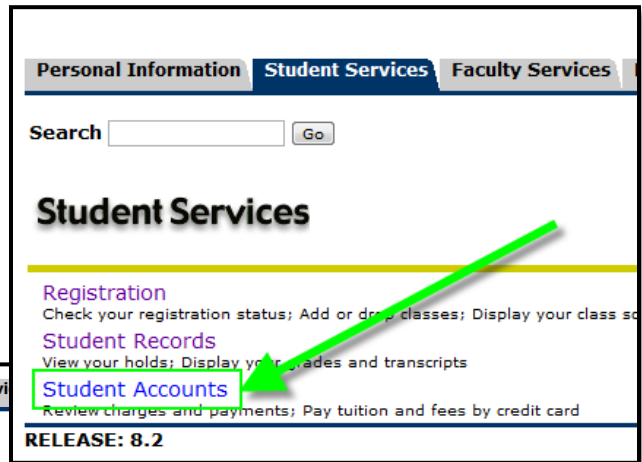
**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	7:55 pm - 9:55 pm T		Buckman Hall	225 Aug 23, 2014 - Oct 18, 2014	Lecture	Stephen B. Wilke (P)

Print your schedule

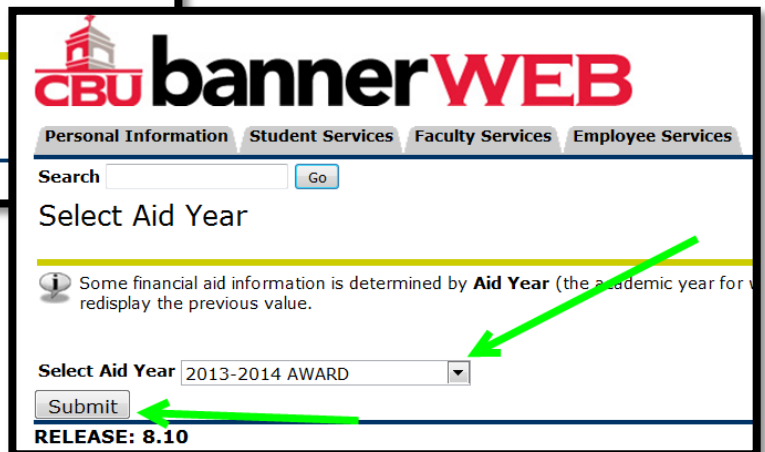
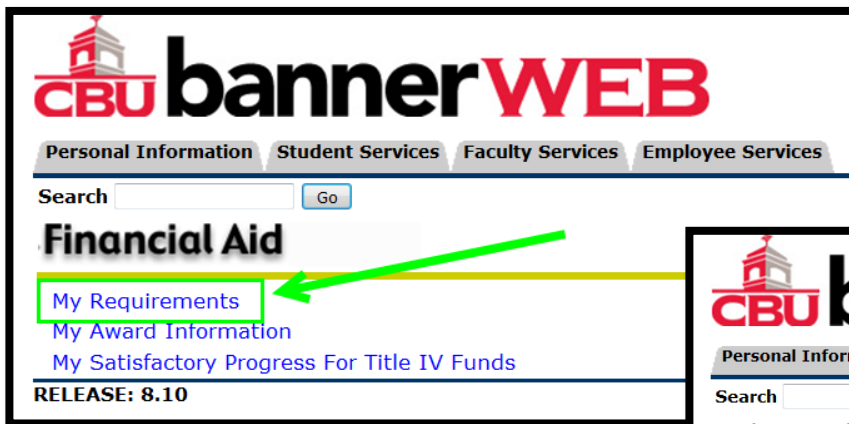
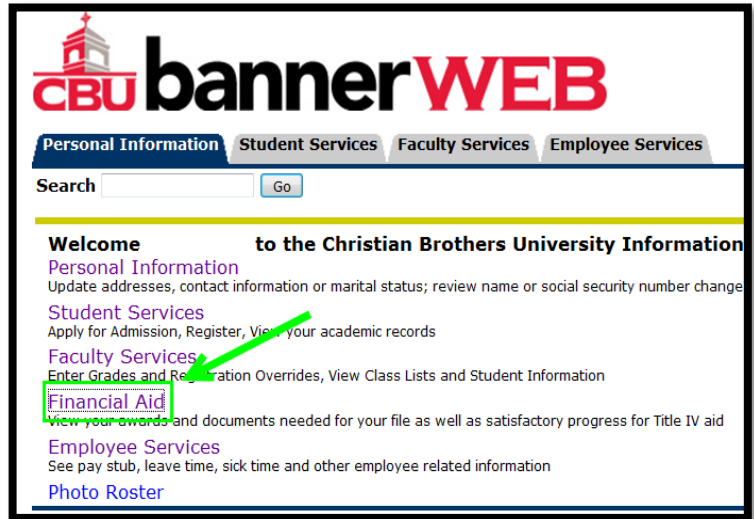
## Accessing Student Financial Account Information

- 1.) Click on "Student Services."
- 2.) Select "Student Accounts."
- 3.) Click "Student Settle Account/Tuition Payment."
- 4.) Click "Entrance to CashNet"
- 5.) Under "Parent PINS" select "Add New."
- 6.) Set up authorized users with the form provided.



## Accessing Financial Aid Documents

1. From the Banner Web home screen select **"Financial Aid."**
2. Click **"My Requirements."**
3. Choose the Award year from the drop down menu.
4. Click **"Submit."**
5. Your required documents will be listed on the screen. All documents needed for Fin. Aid will be indicated.



### Updating Addresses

- 1.) Click the "Personal Information" tab.
- 2.) Select "Personal Information" from the menu.
- 3.) Select "Update Address(es) and Phone(s)."
- 4.) Make sure that the address listed is your current permanent address.
  - a. It cannot be your on-campus address.
  - b. All mailed correspondence will be sent to this address.
  - c. Leave "Country Code" blank.
- 5.) Click "Emergency Contact changes."
- 6.) At the bottom select "New Contact."
- 7.) Add all the information required.

Personal Information  
Update addresses, contact information or marital status; review name or social security number change information; C

Student Services  
Apply for Admission, Register, View your academic records

Faculty Services  
Enter Grades and Registration Overrides, View Class Lists and Student Information

Financial Aid  
View your awards and documents needed for your file as well as satisfactory progress for Title IV aid

Employee Services  
See pay stub, leave time, sick time and other employee related information

Exit/logout

### Personal Information

Change PIN

View Address(es) and Phone(s)

Update Address(es) and Phone(s)

View E-mail Address(es)

View Emergency Contacts

Emergency Contacts changes

Name Change Information

Social Security Number Change Information

### Update Address(es) and Phone(s)

Select Address

To change your mailing address, click on the highlighted word under **Mailing**.

NOTE: "This is the address your tuition bill will be sent. It can not be an on campus address"

**Addresses and Phones**

Mailing	Phones
Current: Feb 01, 2011 to (No end date)	Primary: 901-4836317
4456 Wildwood Road	
Memphis, Tennessee 38135	
TN-Shelby County	

Type of Address to Insert:

Submit

Change PIN

View Address(es) and Phone(s)

Update Address(es) and Phone(s)

View E-mail Address(es)

View Emergency Contacts

Emergency Contacts changes

Name Change Information

Social Security Number Change Information

RELEASE: 8.2

### Update Emergency Contacts - Select Contact

Your current emergency contact information is listed below. To wish to update. To add a new contact, click New Contact.

**Emergency Contacts**

Order	Name	Address and Phone	Relationship
1		4456 Wildwood Road	Spouse
		Memphis, TN 38135	
		901 5816943	
2		5798 Sunset Pt Rd N	
		Memphis, TN 38135	
		901 3213237	
3		<a href="#">New Contact</a>	

[ View Emergency Contacts ]

RELEASE: 8.2

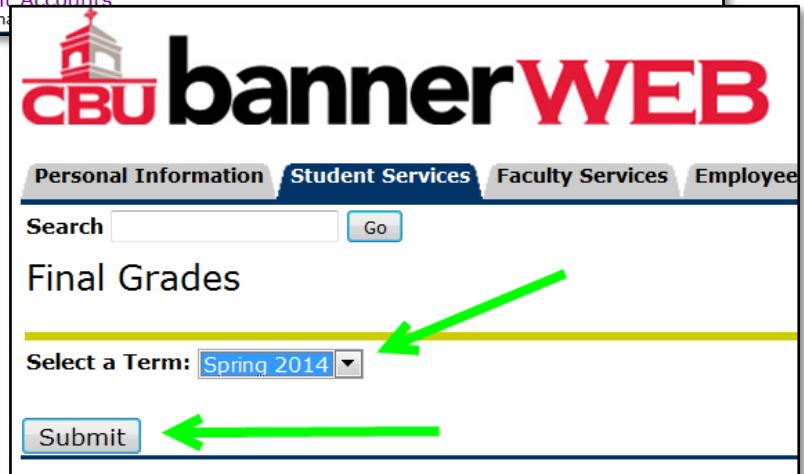
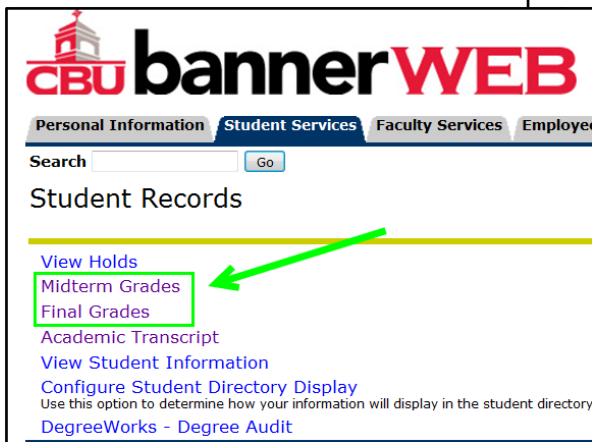
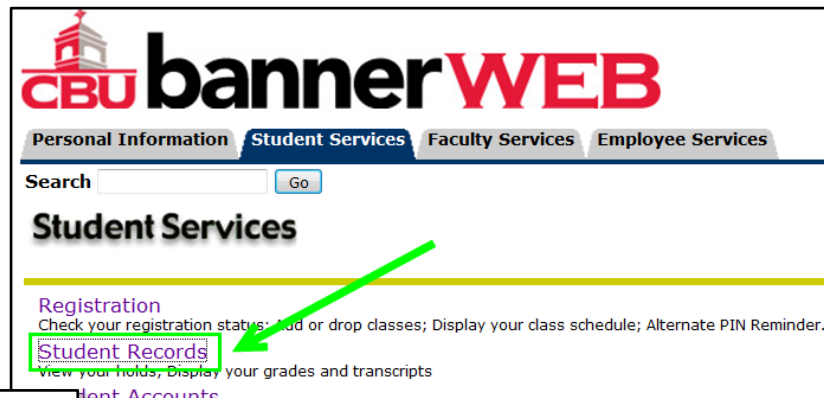
## Student Records

### Grades

Mid-term and Final grades are available after grades are posted. The Registrar emails students when grades are available.

To access your grades:

1. Click on **"Student Records"**.
2. Click on either **"Midterm Grades"** or **"Final Grades"**.
3. Select a term and click **"Submit"**.

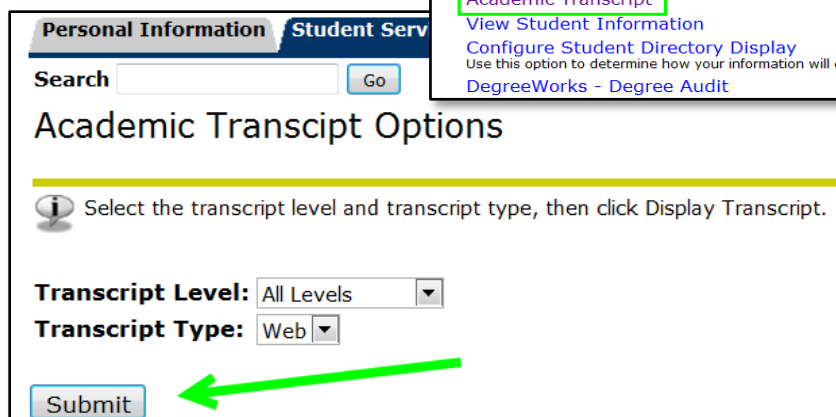
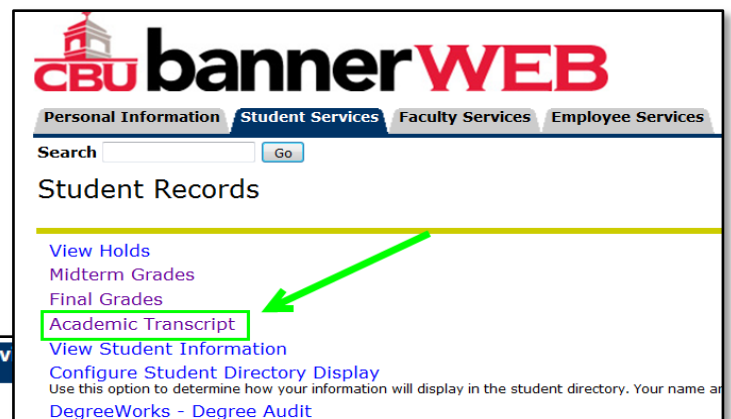


## Academic Transcript

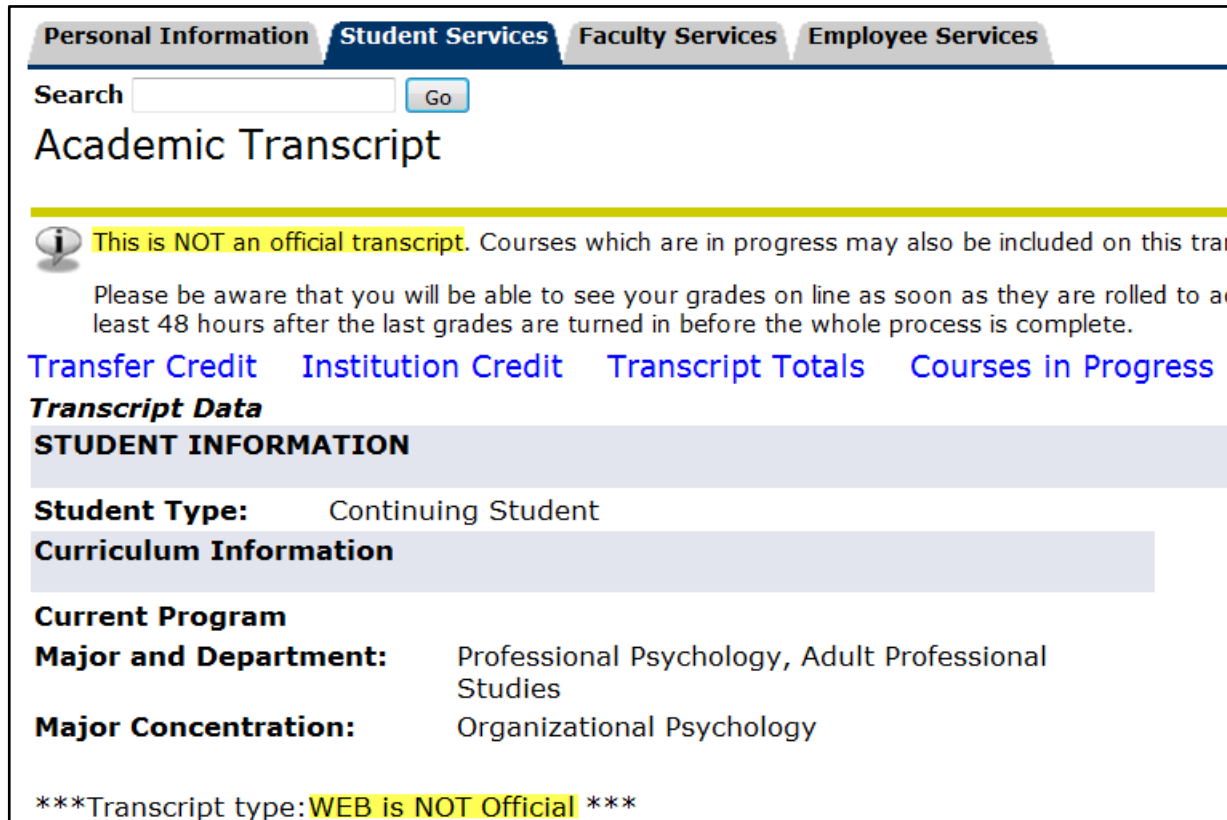
Your unofficial transcript is available in Banner Web. This page also shows your current degree program as well as any transfer credit.

To access your **UNOFFICIAL** transcript:

1. Click on **"Student Records"**.
2. Click on **"Academic Transcript"**.
3. Select **"All Levels"** for and **"Web"** Click



Transcript Level for Transcript Type. **"Submit"**.



The screenshot shows the Banner Web interface with the 'Student Services' tab selected. A search bar is at the top left. The main heading is 'Academic Transcript'. Below it, a yellow bar contains an information icon and the text: 'This is NOT an official transcript. Courses which are in progress may also be included on this transcript. Please be aware that you will be able to see your grades on line as soon as they are rolled to add at least 48 hours after the last grades are turned in before the whole process is complete.' There are four blue links: 'Transfer Credit', 'Institution Credit', 'Transcript Totals', and 'Courses in Progress'. Below these is the section 'Transcript Data' with a sub-heading 'STUDENT INFORMATION'. Under 'STUDENT INFORMATION', the 'Student Type' is 'Continuing Student'. Below that is 'Curriculum Information' with a sub-heading 'Current Program'. Under 'Current Program', the 'Major and Department' is 'Professional Psychology, Adult Professional Studies' and the 'Major Concentration' is 'Organizational Psychology'. At the bottom, it says '\*\*\*Transcript type: WEB is NOT Official \*\*\*'.

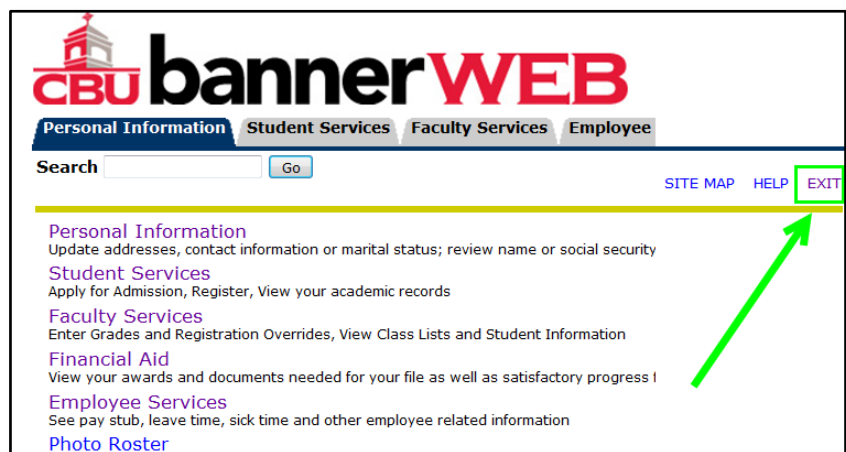
To print Unofficial transcript, click the printer icon on the top right corner of your screen.

## Log Out When Finished

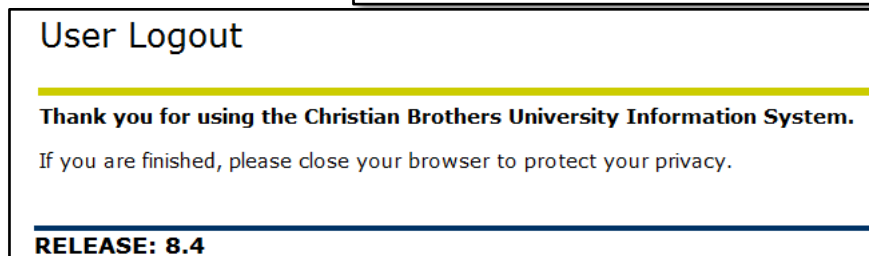
Make sure to exit Banner Web when you are finished with your session.

To log out of Banner Web:

1. Click "Exit" in the top right corner.
2. You should see the "User Logout" screen.



The screenshot shows the Banner Web navigation menu. At the top is the 'bannerWEB' logo with 'CBU' in a red box. Below the logo are four tabs: 'Personal Information', 'Student Services', 'Faculty Services', and 'Employee'. A search bar with a 'Go' button is on the left. On the right, there are links for 'SITE MAP', 'HELP', and 'EXIT'. A green arrow points to the 'EXIT' link. Below the navigation bar is a list of services with descriptions: 'Personal Information' (Update addresses, contact information or marital status; review name or social security), 'Student Services' (Apply for Admission, Register, View your academic records), 'Faculty Services' (Enter Grades and Registration Overrides, View Class Lists and Student Information), 'Financial Aid' (View your awards and documents needed for your file as well as satisfactory progress), 'Employee Services' (See pay stub, leave time, sick time and other employee related information), and 'Photo Roster'.



The 'User Logout' screen has a yellow horizontal line at the top. Below it, the text reads: 'Thank you for using the Christian Brothers University Information System. If you are finished, please close your browser to protect your privacy.' At the bottom, there is a blue horizontal line and the text 'RELEASE: 8.4'.