



INSTRUCTIONS FOR PAPERLESS REGISTRATION ON BANNERWEB

- ◆ Go to **my.ltu.edu**.
- ◆ Click the **BannerWeb** tab then login to secure area
 - ◆ Enter your **Username** [This is your 9-digit student number. Alumni use 5-digit student number with a 0 (zero) in front of it]
 - ◆ Enter your 6-digit **PIN**.
 - If this is your first time on BannerWeb, your **PIN** will be your birth date in the format: **MMDDYY**. After you login for the first time, you will be prompted to enter a new **PIN**.
 - ◆ Click **Login**
 - ◆ Select **Student Services and Financial Aid**
 - ◆ Select **Registration**
 - ◆ Select **Add/Drop Classes**
 - Select the **Term** you wish to register for.
 - If prompted, enter your **Alternate PIN** which you receive from your advisor, and click **Submit**
 - ◆ Select the courses you wish to add/drop:
 - If you know the **CRN's** for the courses you wish to register for then scroll to the bottom of the page and type them into the boxes and click **Submit Changes**
 - If you do **not** know the **CRN's** for the courses you wish to register for, or if you need to search for another section of a course, select **Look-up Classes to Add**
 - You must select at least one **Subject**; all other fields are optional, but will help if you know more information.
 - Click **Class Search** to display the results of your search.
 - Locate the section of the course you wish to register for and check the box in the **Select** column.
 - To register for the courses you have selected, click **Register**.

Troubleshooting and Frequently Asked Questions

Q) What is my Alternative PIN?

A) An Alternate PIN (Alt PIN) is your authorization to register for a given semester. It is a number that is assigned by your academic advisor, which allows you to register for classes on BannerWeb. If you do not know your Alt PIN, you will need to contact your advisor.

Q) When I **Look-up Classes to Add** some of the sections do not have a check box in the **Select** column, what does that mean?

A) If there is not a check box there could be many different reasons. **SR** stands for **Student Restriction**, which most often means there is a hold on your student account. To check for holds, navigate to **Student Records**, then select **View Holds**. **C** means closed section

Q) When I try to register for a course I get a **"Prereq, test score –error"**

A) This error is most commonly caused by a course prerequisite not having been met. Please review the prerequisites listed in the course descriptions. If you believe you have already met the prerequisites for the course, please contact your advisor.

Q) An authorized faculty member entered a closed section override into the Banner system but when I try to register for the course it still has a C in the select column

A) Try entering the specific CRN of the course into the CRN boxes on the Add/Drop course page and press submit. If you still receive an error check with the One Stop to verify that an electronic override was entered.