

Registration Instructions

*****Print Registration Instructions page for your use*****

1. See your Academic Advisor for advisement and to complete a **Course Selection Form**
2. Visit www.laniertech.edu, click on BannerWEB. Review BannerWEB Registration Info page. At bottom of page, key your last name and first name, then click Accept.
3. Enter your Student ID Number (or Social Security Number) and your Personal Identification Number (PIN). (First time users, your PIN is your date of birth: Format MMDDYY)

If your PIN is incorrect, please contact the Registrar's Office.

4. First time users will be prompted to enter a **Login Verification Security Question and Answer**, then **SUBMIT**.
5. Click on **STUDENT & FINANCIAL AID**
6. Click on **REGISTRATION**
7. Click on **SELECT TERM**, Select the term and click **SUBMIT TERM**
8. Click on **CHECK YOUR REGISTRATION STATUS**

NOTE: If you have a "hold" on your record, registration will not be permitted. Click on the hyperlink at the bottom of the page to view your "hold". You must take care of your "hold" before you can proceed.

9. Scroll to top of form. Click on **RETURN TO MENU** then click on **ADD/DROP CLASSES**.

This page is used to register for classes. In the Add Class section enter all Course Reference Numbers (CRNs) then click on **SUBMIT CHANGES**.

*****VERY IMPORTANT*****

You must allow a 60 - 90 second response time.

NOTE: All registration errors (time conflicts, pre-requisite/test score errors, closed courses, etc.) will be stated at the bottom of the screen clearly marked with a STOP sign. The reason the course(s) was not added is stated under the status column.

Once registered, your schedule will appear on the screen. DO NOT STOP HERE – TO COMPLETE REGISTRATION, YOU MUST CONTINUE THROUGH STEP NUMBER 12.

10. Scroll to top of form. Click on **RETURN TO MENU** then click on **STUDENT DETAIL SCHEDULE**, print and keep for your records (this screen includes all registered courses with day, time, location, instructor, etc.).
11. Scroll to the bottom of the page and select **VIEW FEE ASSESSMENT** (Financial Aid will not be reflected on this screen). **To make a credit card payment** scroll to the bottom of the page and select **PAY ONLINE**, scroll through and select the **TERM**, click on **SELECT TERM**. Enter the **PAYMENT AMOUNT**, click on **PAY BY CREDIT**, enter Credit Card information, enter Email Address. Click on **CONTINUE CREDIT CARD PAYMENT**.
12. *****For Security Reasons***** Click on **EXIT**. *Once you have completed your registration, it is necessary for you to close your browser.*

Note: If you need registration assistance, please contact the Registrar's Office at 770.531.6335, 770.531.6409, or 770.531.6408. For assistance with online Credit Card payment, please contact 770.531.6099 or 770.531.6456.