

LTC BannerWeb Registration Instructions

Name: _____ ID# _____

CRN	SUBJ	NUMBER	DAYS	TIME	CAMPUS	BUILDING	ROOM	CREDIT HOURS

To register on a Desktop PC or Mac:

1. Go to www.laniertech.edu
2. Click [BannerWeb](#)
 - a. User Name (first part of your LTC email address)
 - b. Password (your 8-digit birthday MMDDYYYY)
3. Select Student Services & Financial Aid
4. Select Registration, then Add/Drop Classes
5. Select the term (Ex: Spring 2018) and click Submit
6. In the Add Classes Worksheet, enter ALL of the CRNs from the chart above

Problems logging in? Contact the [Student Help Desk](#) online at www.laniertech.edu at top left of page or by phone at 770.533.7048.

7.

8. Did

Click Submit Changes you receive registration errors? Here are some possible

causes/solutions:

- a. Pre-requisite/Test Score Error
 - i. A required course must be taken prior—see advisor.
 - ii. Co-requisite courses—BOTH CRNs must be entered in boxes before you click Submit Changes. Ex: BIOL 2113/L, MATH 0090B/Q, ENGL 0988B/1101B
 - b. Field of Study Restriction Error: Course is not required for your program. See advisor.
 - c. Closed Section Error: All seats are full. Choose another section.
9. Click the back arrow inside BannerWeb (not your browser's back arrow)
 10. Select Student Detail Schedule and print a copy (ctrl+P)

***OR* Register with the Lanier Tech Mobile App!** It's a free Download from Google Play Store or Apple App Store!

Video instructions at: <https://youtu.be/3SJoDdyGrco>



Still have questions?

- Qs about *what* to register for? Contact your advisor.
- Qs about *how* to register? Email registrar@laniertech.edu from your LTC email account. Include your name and ID #.
- Qs about *Blackboard*? Contact Angelia McQuade at bb@laniertech.edu or 770.533.6925 or your Bb instructor.