



**COSTAATT**

College of Science, Technology &  
Applied Arts of Trinidad & Tobago

# BANNER SELF-SERVICE

## **Student Registration User Guide**

Version 7.4- 200920

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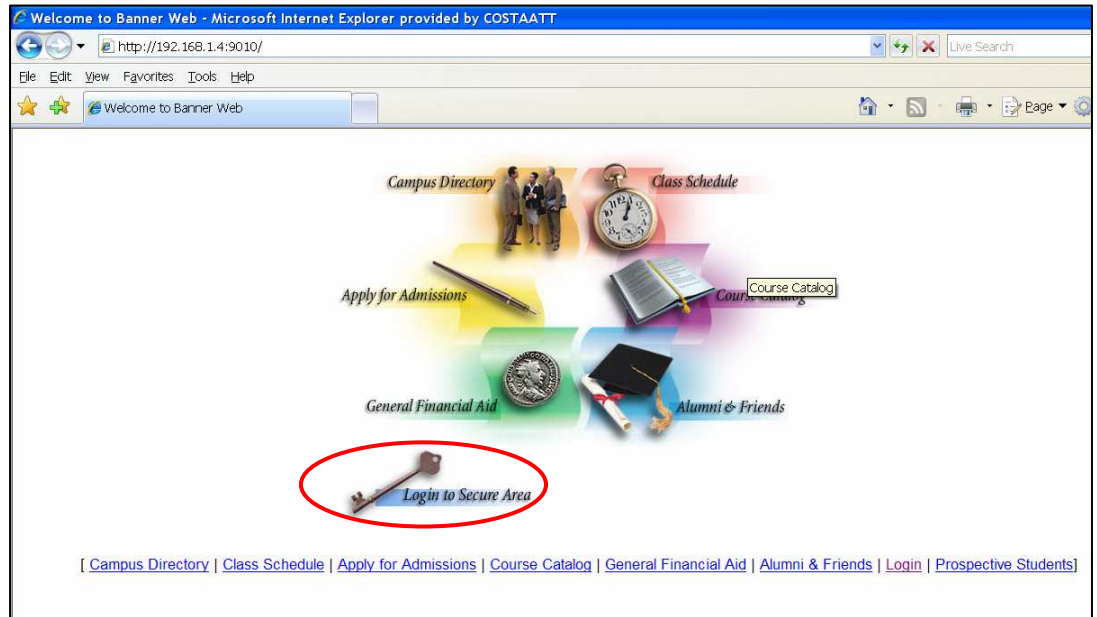
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## 1. ACCESSING SELF SERVICE

**Step 1:** Enter one of the following web site addresses in Internet Explorer or any other web browser.

- Internal (on campus) users:  
<http://selfservice.costaattcc.edu.tt:9013>
- External (off campus) users: [www.costaatt.edu.tt](http://www.costaatt.edu.tt)

**Step 2:** Click “Login to Secure Area”

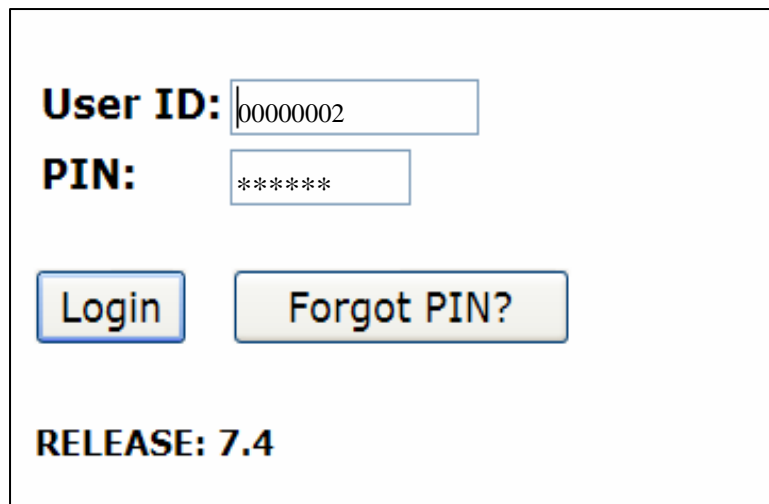


## 2. LOGIN- FIRST TIME USERS

First time users are kindly asked to take some time to properly set up their account. This is done by performing the following tasks:

### Step 1: Enter user id and pin

Your user id is your student number on your identification card (include zeros). The default pin number for a first time user is your birth date - DDMMYY (e.g. 181284)

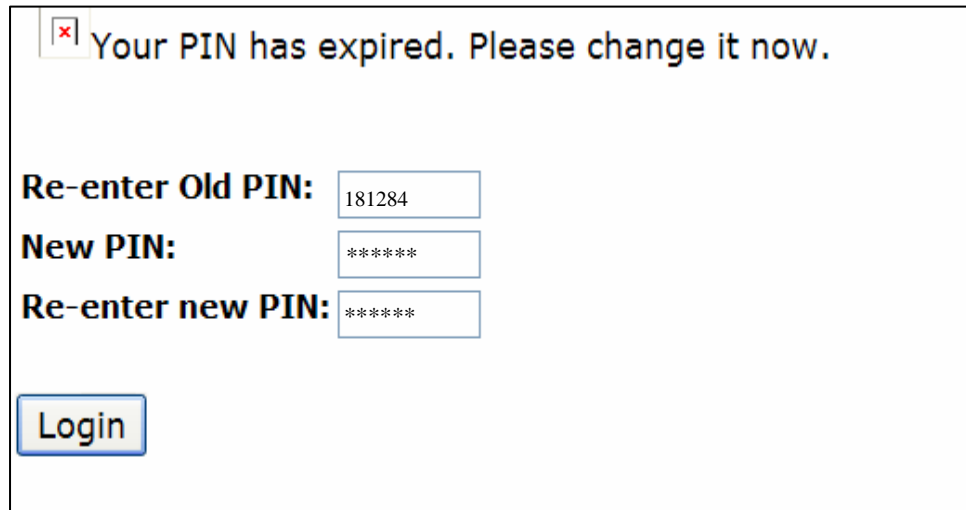


The screenshot shows a login interface with the following elements:

- User ID:** A text input field containing the value "00000002".
- PIN:** A text input field containing six asterisks "\*\*\*\*\*".
- Login:** A button with a blue border and a light blue background.
- Forgot PIN?:** A button with a grey border and a light grey background.
- RELEASE: 7.4**: Text displayed at the bottom of the form area.

**Step 2: Change Pin Number (see example below)**

Enter the old pin which would be your default pin. Enter your new pin and then re-enter it again for confirmation. Please remember that your pin MUST be **digits only** and MUST be at least **6 digits**.



The screenshot shows a web form with a red error message at the top: "Your PIN has expired. Please change it now." Below the message are three input fields: "Re-enter Old PIN:" containing the number "181284", "New PIN:" containing six asterisks "\*\*\*\*\*", and "Re-enter new PIN:" containing six asterisks "\*\*\*\*\*". A blue "Login" button is located at the bottom left of the form area.

**Step 3: Enter Security Question and Answer**  
*(see example on page 6)*

Users are asked to enter a secret question and answer in an event the user is unable to remember the pin. Only when the secret question is answered correctly, the user will re-gain access to reset the pin.

You may enter any question for your secret question. There are no restrictions on the type of question.

Enter an appropriate answer for your question, which you will easily remember. For example:

Secret question: What is my favorite food?

Answer: Roti

## Login Verification Security Question and Answer

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If you forget your PIN, you can reset it yourself without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain help you to remember your answer, limit it to 30 characters, limit spaces, and do not use special characters.

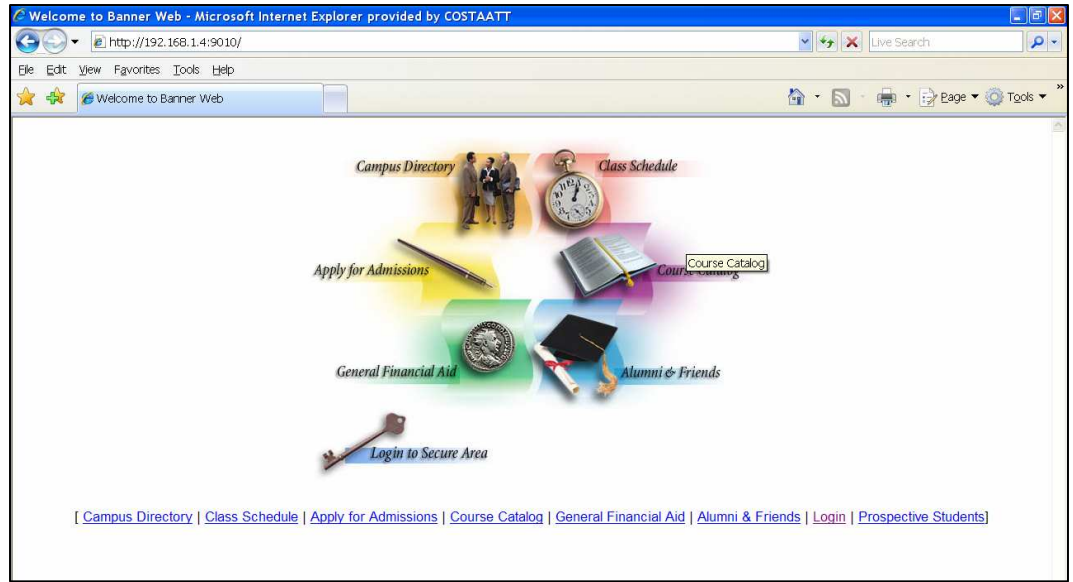
**Enter Question:**

**Answer:**

### 3. LOGIN- EXISTING USERS

For users who have already configured their account, perform the following steps to login:

#### Step 1: Click “Login to Secure Area”



#### Step 2: Enter your id and pin.

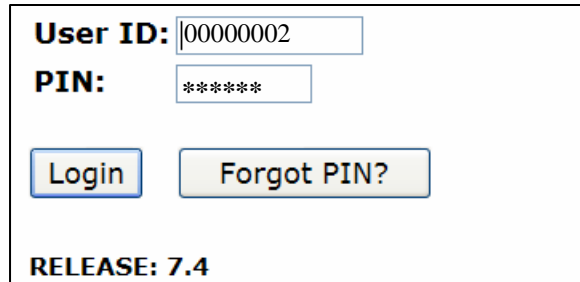
Your id is your student number which can be found on your identification card (include zeros).

<b>User ID:</b>	<input type="text" value="00000002"/>
<b>PIN:</b>	<input type="text" value="*****"/>
<input type="button" value="Login"/>	<input type="button" value="Forgot PIN?"/>
<b>RELEASE: 7.4</b>	

#### 4. LOGIN- FORGOTTEN YOUR PIN?

For user who have already configured their account, but have forgotten their pin, perform the following steps to login:

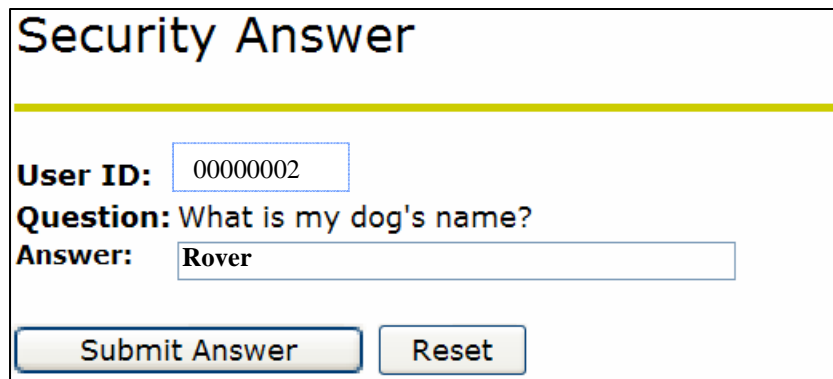
**Step 1:** Enter User ID, leave the pin field blank and then click “Forgot PIN”?



The screenshot shows a login form with the following elements:

- User ID:** A text input field containing the value "00000002".
- PIN:** A text input field containing six asterisks "\*\*\*\*\*".
- Login:** A button.
- Forgot PIN?:** A button.
- RELEASE: 7.4** is displayed at the bottom of the form.

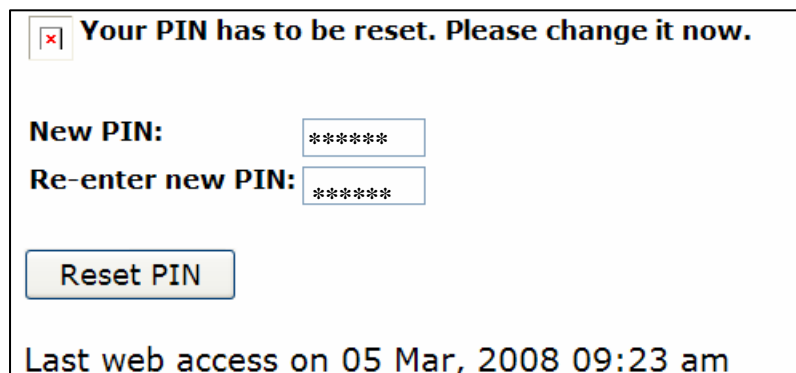
**Step 2:** Enter the correct answer to your secret question. Click “Submit Answer”



The screenshot shows a "Security Answer" page with the following elements:

- Security Answer** (Section Header)
- User ID:** A text input field containing the value "00000002".
- Question:** "What is my dog's name?"
- Answer:** A text input field containing the value "Rover".
- Submit Answer:** A button.
- Reset:** A button.

**Step 3:** Enter a new pin and reenter to confirm, and then click” Reset Pin”



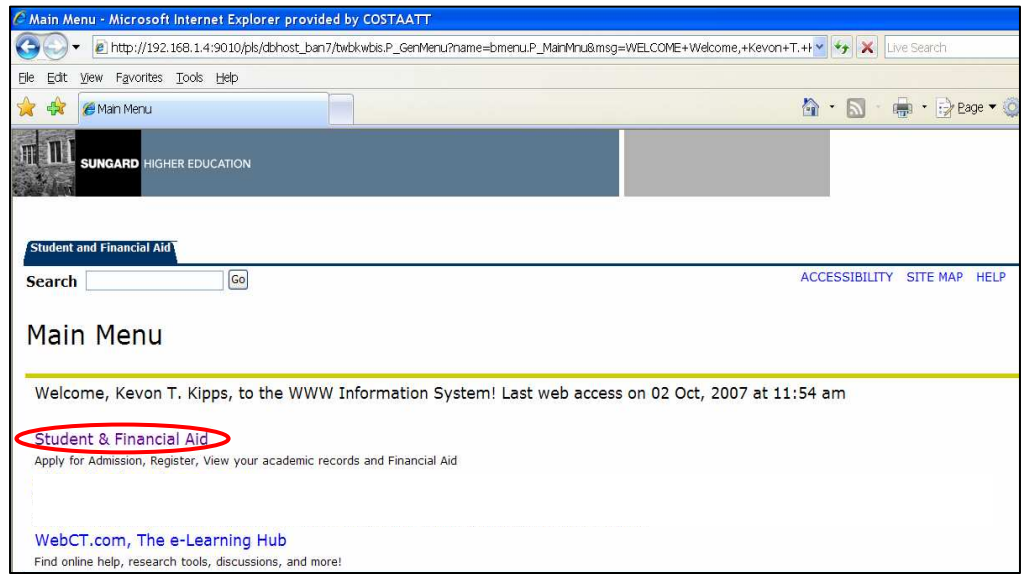
The screenshot shows a PIN reset confirmation page with the following elements:

- Your PIN has to be reset. Please change it now.** (Message with a close button)
- New PIN:** A text input field containing six asterisks "\*\*\*\*\*".
- Re-enter new PIN:** A text input field containing six asterisks "\*\*\*\*\*".
- Reset PIN:** A button.
- Last web access on 05 Mar, 2008 09:23 am** (Footer)

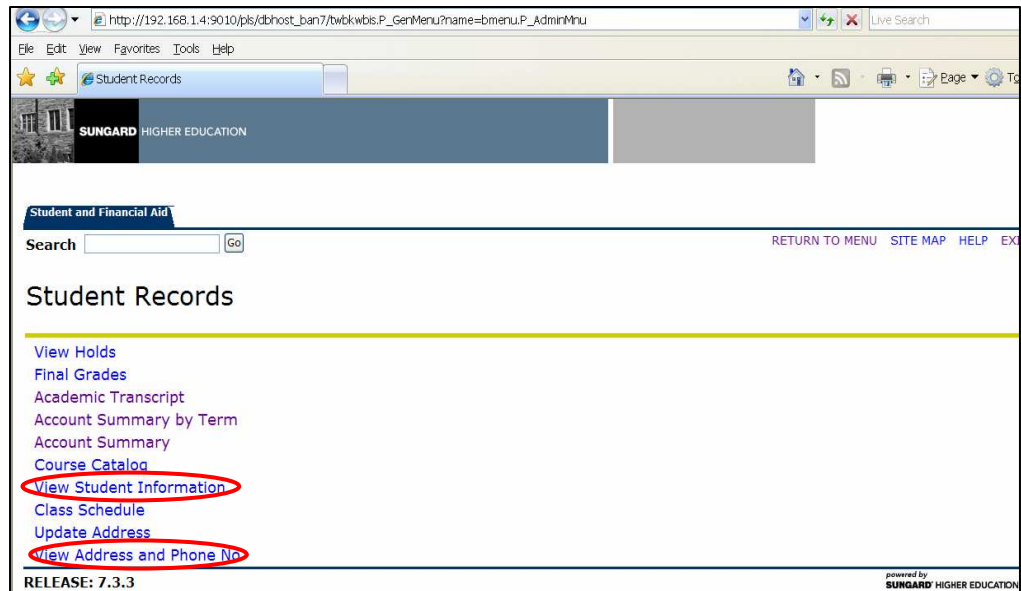
## 5. VIEW STUDENT INFORMATION

Students are allowed to view personal information such as address and contact information. To access this information, perform the following steps:

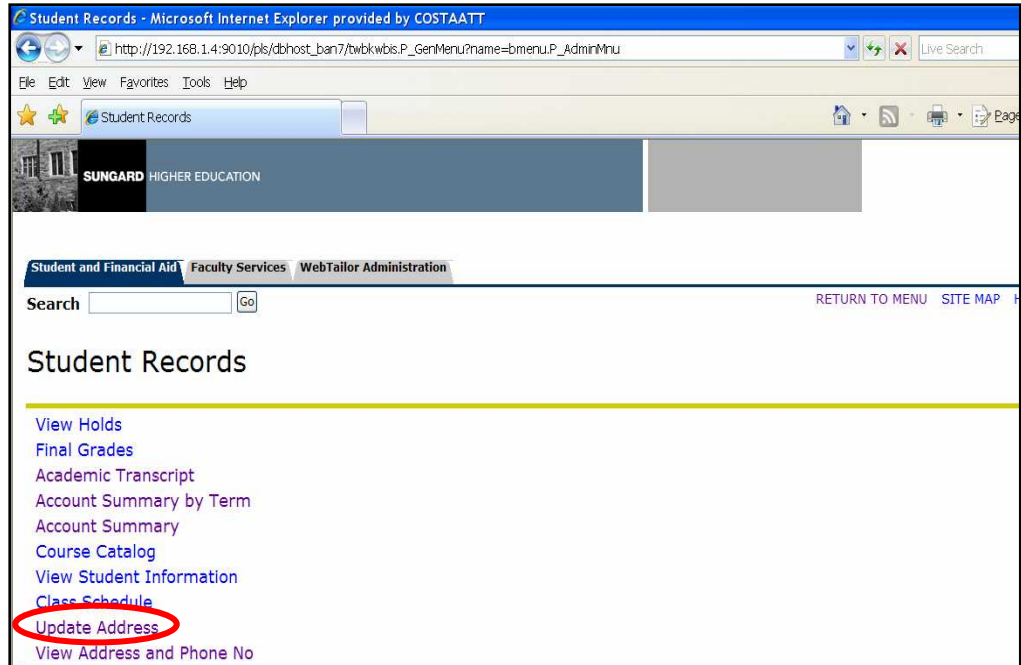
### Step 1: Click “Student & Financial Aid”



### Step 2: Click “View Address and Phone No” or “View Student Information”



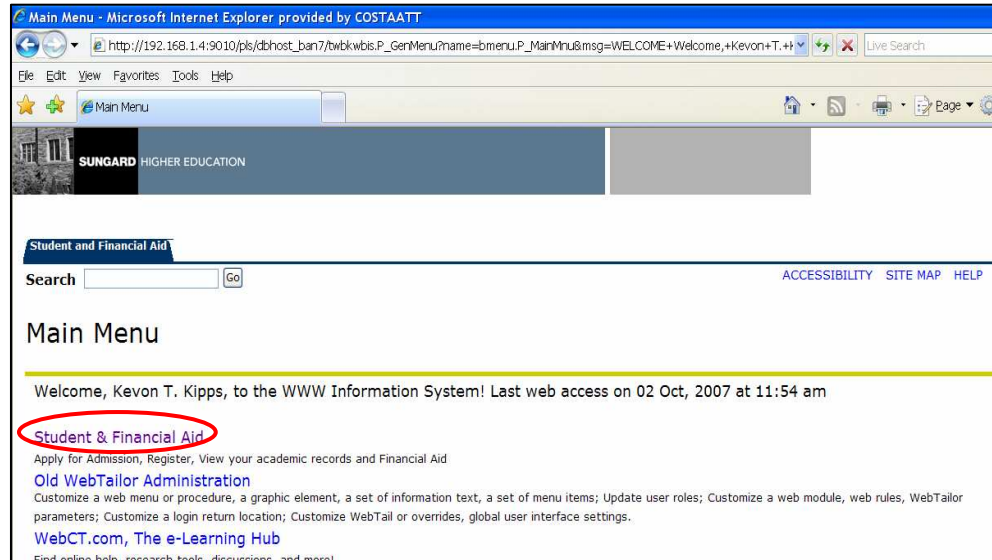
**Step 3:** If your address and/or contact information is inaccurate, please click on the “Update Address” link to make the necessary changes. However, if your name has changed or is spelt incorrectly, please visit the **Office of the Registrar** located on the 1<sup>st</sup> floor, City Campus, Melville Lane, Port of Spain to have this corrected.



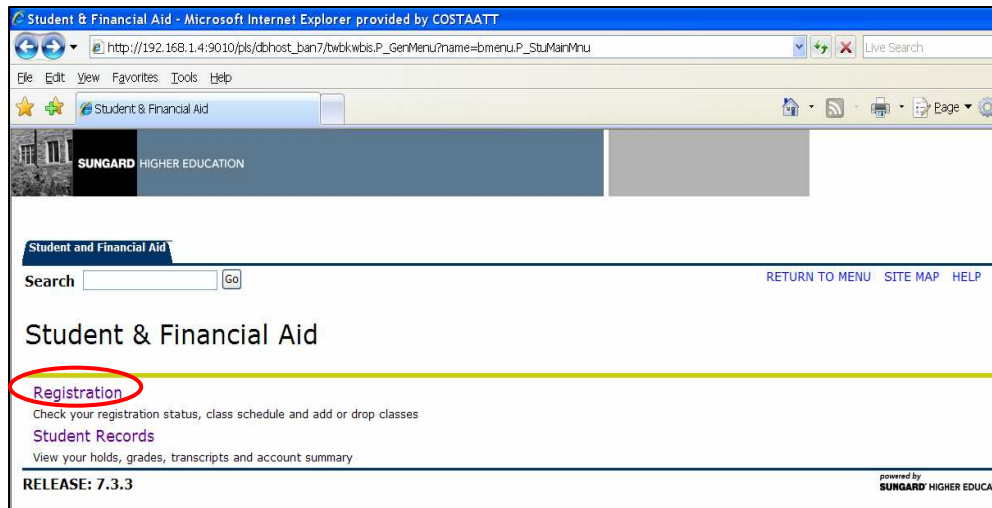
## 6. REGISTER FOR COURSES

To register for courses, please perform the following steps:

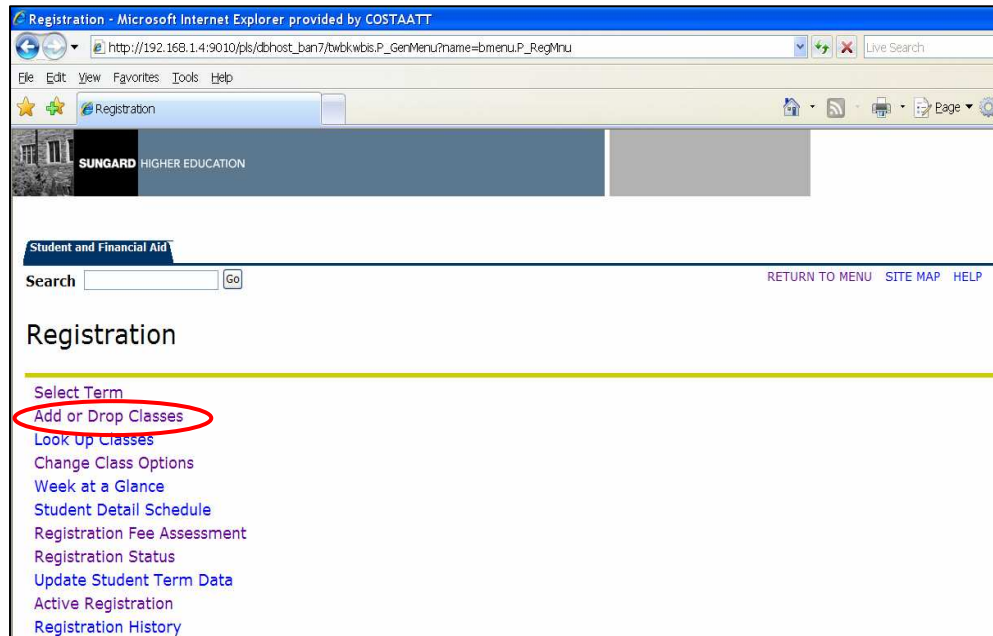
### Step 1: Click “Student & Financial Aid” link



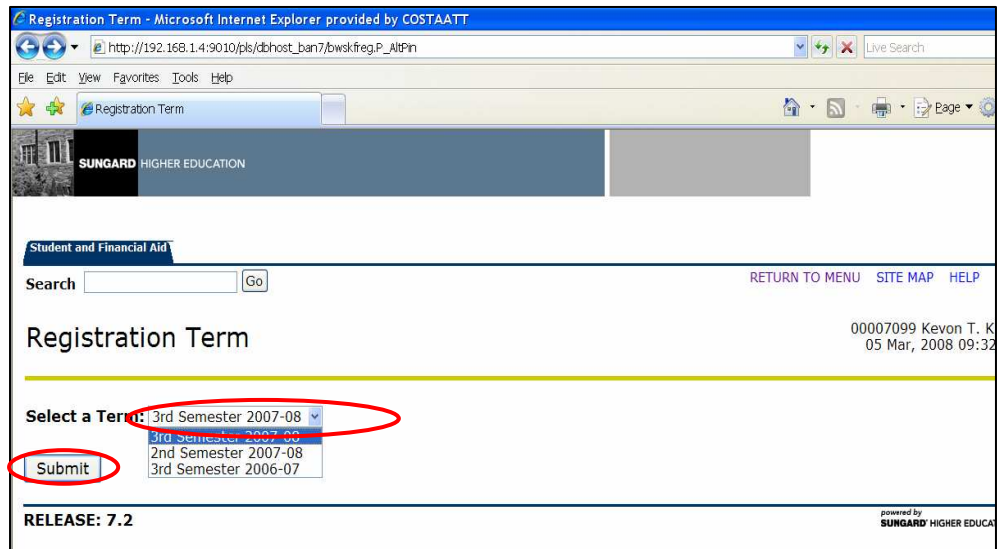
### Step 2: Click “Registration” link



### Step 3: Click “Add or Drop Classes” link



### Step 4: Select the appropriate term from the drop down box and then click “Submit”



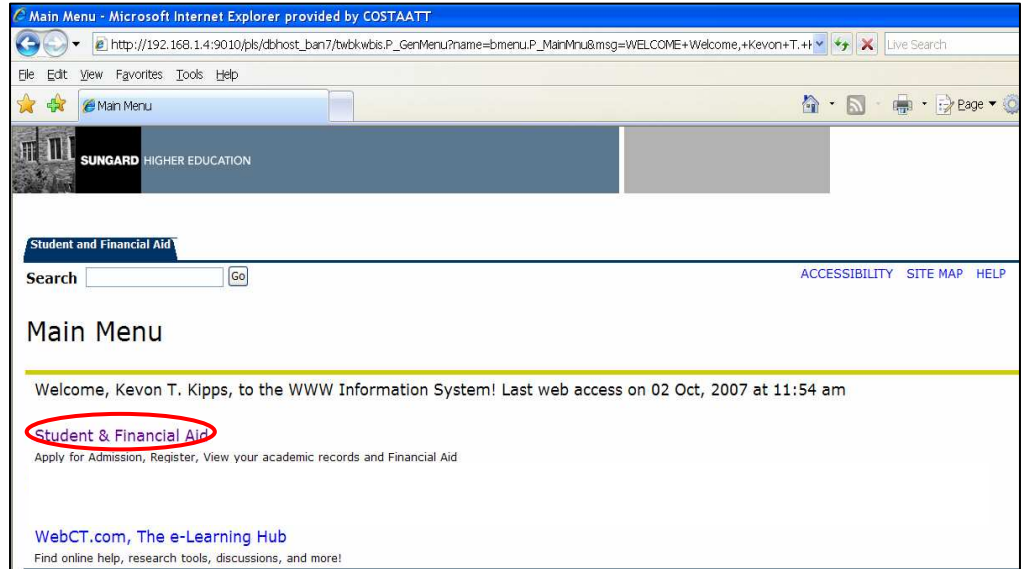
### Step 5: Enter the CRNs for your advised courses in the available CRN fields. Then click “Submit Changes”

**Step 6:** You may then proceed to any of the following:

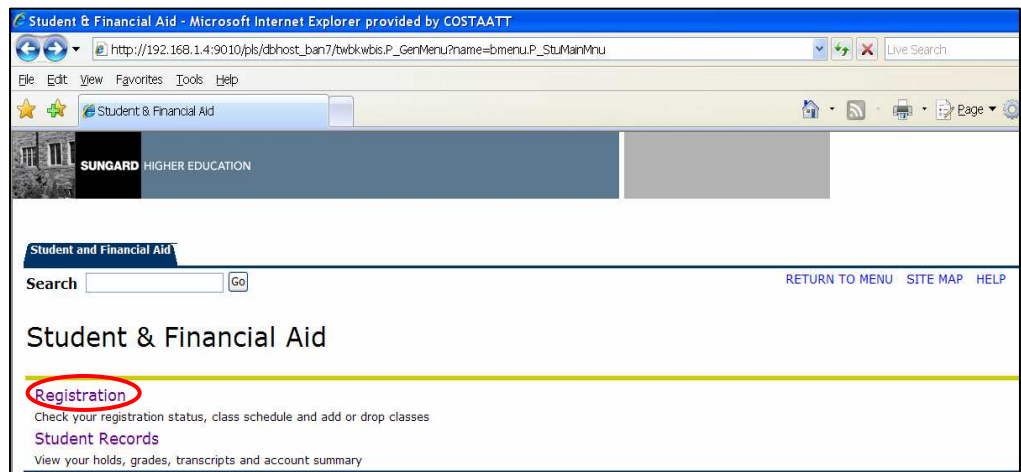
1. Exit by closing the browser or
2. Return to homepage to view your class schedule and Account Summary.

## 7. VIEW & PRINT CLASS SCHEDULE

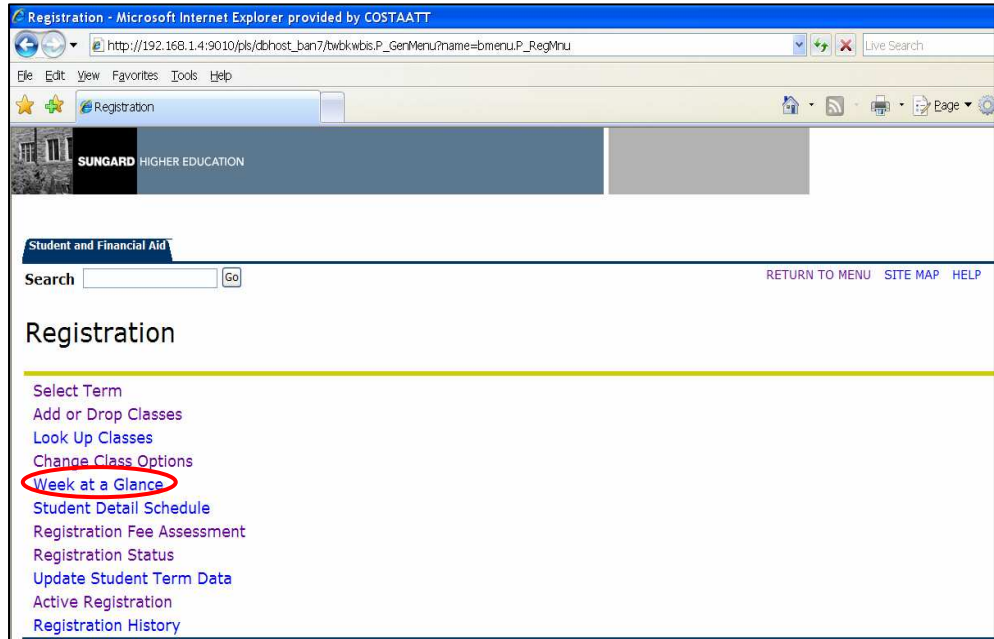
### Step 1: Click “Student and Financial Aid”



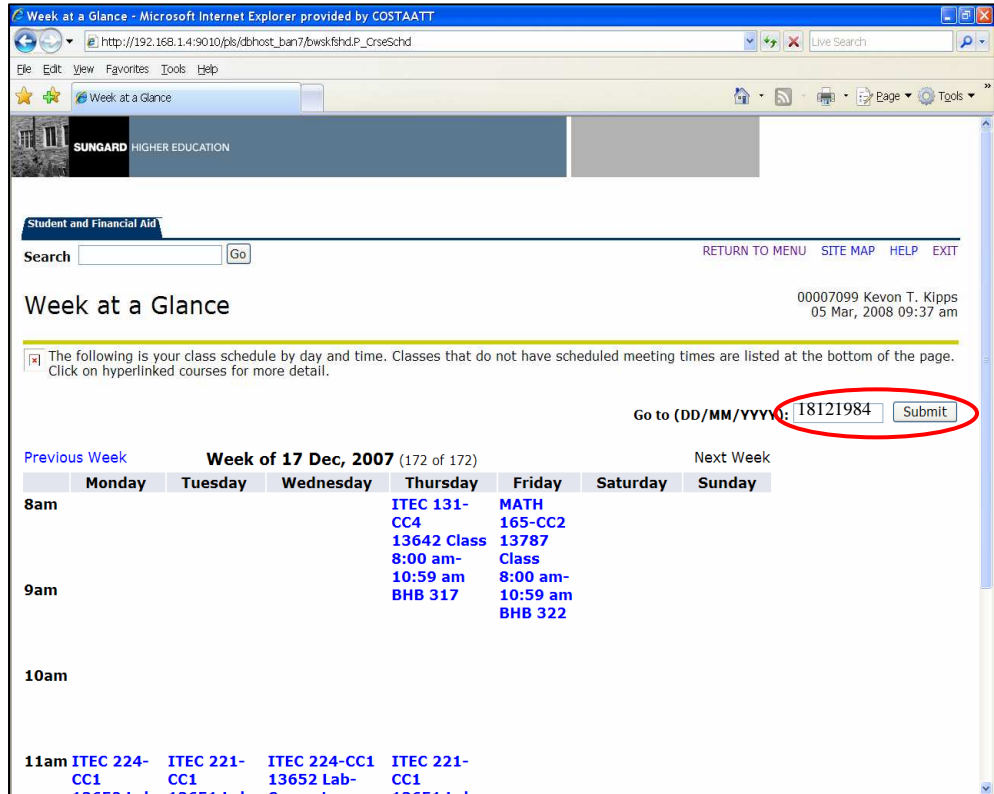
### Step 2: Click “Registration”



**Step 3: Click “Week at a Glance”.**




**Step 4: Enter the expected start date for the semester using this format- DD/MM/YYYY. Then click “Submit”.**



**Step 5: Go to File and then click on Print.**  
Your schedule should print similar to the example below.

### Week at a Glance

00007099 Kevon T Kipps  
05 Mar, 2008 09:40am

 The following is your class schedule by day and time. Classes that do not have scheduled meeting times are listed at the bottom of the page. Click on hyperlinked courses for more detail.

Go to (DD/MM/YYYY):

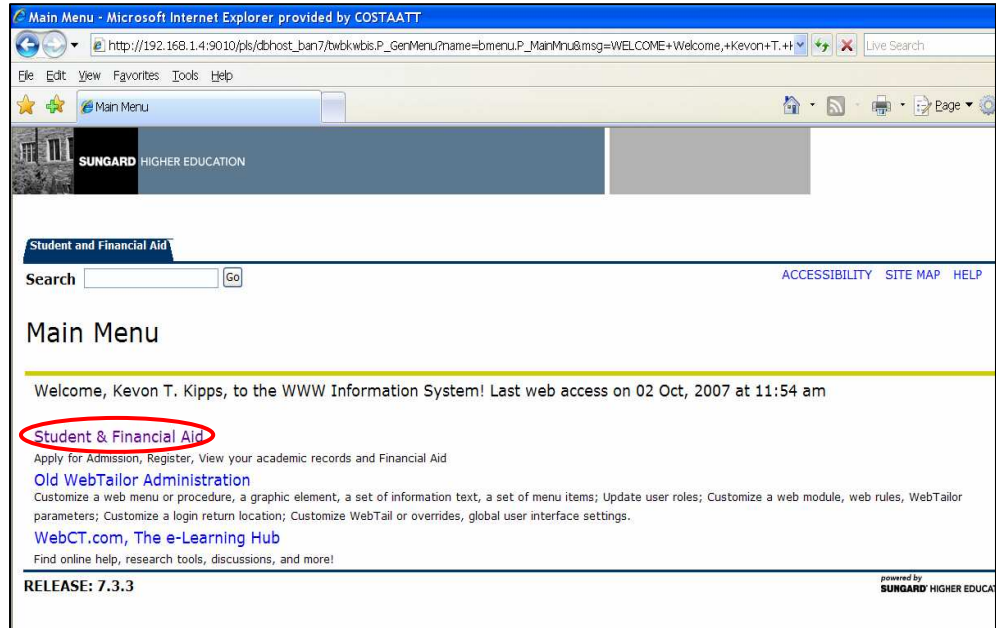
[Previous Week](#) **Week of 23 Apr, 2007** (243 of 243) [Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5pm		GRDE 110-TR2 26560 Class 5:00 pm-7:30 pm		GRDE 110-TR2 26560 Class 5:00 pm-7:30 pm TRC			
6pm		TRC					
7pm							

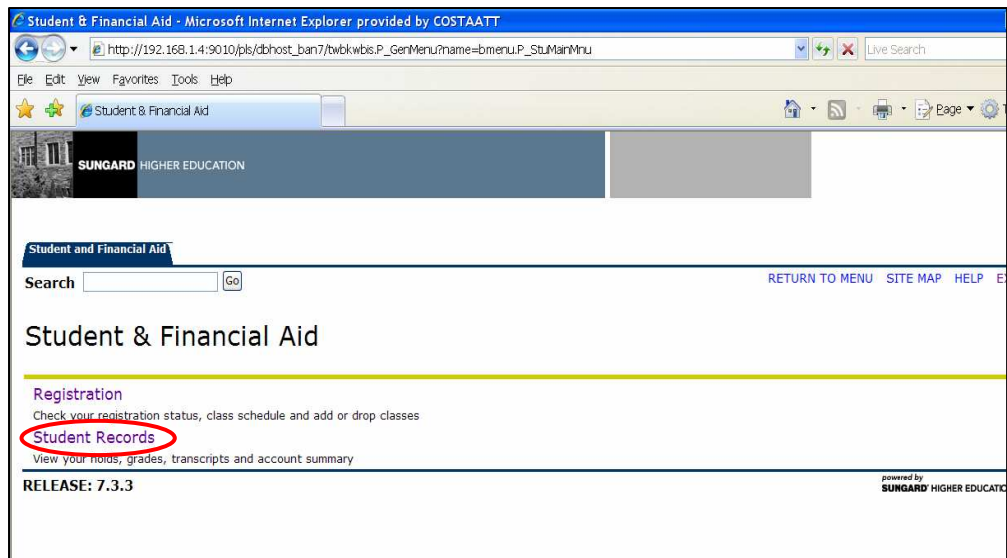
RELEASE: 7.3.2.1

## 8. VIEW PAYMENT INFORMATION

### Step 1: Click “Student and Financial Aid”



### Step 2: Click “Student Records”



**Step 3: Click “Account Summary by Term”**

Account Summary by Term - Microsoft Internet Explorer provided by COSTAATT

http://10.2.0.21/pls/bantestss/bwskoacc.P\_ViewAcct

Account Summary by Term

**MyCOSTAATT.edu.tt**

Search  Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

**Student Services & Financial Aid**

### Account Summary by Term

Anticipated third party contract payments, financial aid, and memos are NOT included in this summary.

**Summary for Danica D. Harding**

**Account Balance:** \$2,477.00

**2nd Semester 2006-07**

Description	Charge	Payment	Balance
MH-Business & Info Technology	\$1,800.00		\$1,800.00
MH-Late Reg Fee	\$50.00		\$50.00
MH-Registration Fee	\$50.00		\$50.00
<b>Term Charges:</b>	\$1,900.00		
<b>Term Credits and Payments:</b>		\$0.00	
<b>Term Balance:</b>			\$1,900.00

**1st Semester 2003-04**

Description	Charge	Payment	Balance
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