BANNER SELF-SERVICE
Student Registration User Guide
Version 7.4- 200920
TABLE OF CONTENTS

1. Accessing Self Service ................................................... 3
2. Login- First Time Users .................................................. 4
3. Login- Existing users ..................................................... 7
4. Login- Reset Pin .......................................................... 8
5. View Student Information ................................................. 9
6. Register for Courses ........................................................ 11
7. View & Print Class Schedule ............................................. 14
8. View Payment Information ............................................... 17
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](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)
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**.

![Your PIN has expired. Please change it now.](image)

- Re-enter Old PIN: 181284
- New PIN: ******
- Re-enter new PIN: ******

Login

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

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: What is my favourite food?
Answer: Roti
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”

![Login to Secure Area](image)

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

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

```
User ID: 00000002
PIN: ******
```

**Login**  **Forgot PIN?**

**RELEASE: 7.4**
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”?

![Login Form](image1)

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

![Security Answer](image2)

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

![Reset PIN](image3)

Last web access on 05 Mar, 2008 09:23 am
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 1 Image](image1)

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

![Step 2 Image](image2)
**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 1st 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

![Image of Banner Self Service: Student Registration Guide](image1)

**Step 2:** Click “Registration” link

![Image of Banner Self Service: Student Registration Guide](image2)
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”**

![Image of Student and Financial Aid page]

**Step 2: Click “Registration”**

![Image of Student & Financial Aid page with Registration highlighted]
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

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.

<table>
<thead>
<tr>
<th>Previous Week</th>
<th>Week of 23 Apr, 2007 (243 of 243)</th>
<th>Next Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>5pm</td>
<td>GRDE 110-TR2</td>
<td>GRDE 110-TR2</td>
</tr>
<tr>
<td></td>
<td>26560 Class</td>
<td>26560 Class</td>
</tr>
<tr>
<td></td>
<td>5:00 pm 7:30 pm</td>
<td>5:00 pm 7:30 pm</td>
</tr>
<tr>
<td>6pm</td>
<td>TRC</td>
<td>TRC</td>
</tr>
<tr>
<td>7pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RELEASE: 7.3.2.1
8. **VIEW PAYMENT INFORMATION**

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

![Image of Banner Self Service: Student Registration Guide](image1)

**Step 2:** Click “Student Records”

![Image of Banner Self Service: Student Registration Guide](image2)
**Step 3: Click “Account Summary by Term”**

![Account Summary by Term](image)

**Summary for Danica D. Harding**

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
<th>Payment Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Semester 2006-07</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MH-Business &amp; Info Technology</td>
<td>$1,800.00</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>MH-Late Reg Fee</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>MH-Registration Fee</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Term Charges:</td>
<td>$1,900.00</td>
<td></td>
</tr>
<tr>
<td>Term Credits and Payments:</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Term Balance:</td>
<td>$1,900.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
<th>Payment Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester 2003-04</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>