



Steps for Registration via Self-Service Banner Web

You must meet with your advisor prior to registration

1. Login to Self Service Banner Web at www.wiregrass.edu; Click **"Student Resources"**, then **"BannerWeb"**
2. Click **"Enter Secure Area"**
 - The User ID is your student ID number.
 - Enter your 6 digit "PIN"
 - New Students: Enter PIN as your six digit date of birth (MMDDYY). Follow the prompts to reset you pin and set up a question to help you remember your PIN.
3. Click on **"Login"**
4. Next select **"Student Services and Financial Aid"**
5. Click on **"Registration"**
6. Select **"Semester _____"** and **"Submit"**
7. Click on **"Continue to Registration"**
8. Click on **"Add/Drop Classes"**
9. Select **"Class/Course Search"** at the bottom of the page. Here you may search courses by subject and course number.
10. Select the section of the course you would like to register for by checking the box to the left and click **"Register"**
11. When you are satisfied with your scheduled, click **"Return to Menu"** (top right), select **"Student Detail Schedule"**; check to be sure your classes are correct. Print your schedule.
12. If you receive a Registration Error Message, please refer to the Registration Error Message sheet.

Once you have completed your registration, click on **"Exit" in the top right corner of the page to log out of BANWEB.

NOTE: Only courses within your program of study are covered by financial aid.