



# Banner Web Instructions

## Registering for a Class

1. Go to [www.atlantatech.edu](http://www.atlantatech.edu) which brings you to Atlanta Technical College homepage
2. Select “My ATC” at the top of the screen
3. Select “Banner Web”
  - Type in User ID: Username is the first part of your email address. For example, [sjohn@student.atlantatech.edu](mailto:sjohn@student.atlantatech.edu) user name is “sjohn”
  - Type in Password
  - If unsure of your username and password, reset it at <https://studentreset.atlantatech.edu/>
4. Click on “login”
5. Click on “Student Services and Financial Aid”
6. Click on “Registration”
7. Click on “Look Up Classes to Add”
8. Select the term for which you like to register from the drop down list (ex. Spring 2019)
9. Click course subject to access courses from list (ex. Math 1111, you will look for under ***Mathematics, not the name of your major***)
10. Click “View Sections” next to the name of the course in which you need to register
11. A listing of all class offerings will display, review listing to determine what days and times fit best into your daily schedule (M = Mondays, T = Tuesdays, W = Wednesdays, R = Thursdays, F = Fridays, S = Saturdays)
12. Click in box  to the left of the class section to select the course
  - If “C” is listed to the left of the course, class is closed and not available to register
  - If “SR” is listed to the left of course name, you should click on “Student and Financial Aid” tab proceed to “Student Records” tab and “View Holds” tab to determine what additional steps are required to get hold resolved
13. Click “Register” at the bottom of the page to add selected class to your schedule
14. Class has now been added to your schedule
15. Click “Class Search” to return to course subject listing to choose your next class

\*\*\*Once all of your classes have been added, view and/or print your schedule\*\*\*



# Banner Web Instructions

## Adding/Dropping a Class

1. Go to [www.atlantatech.edu](http://www.atlantatech.edu) which brings you to Atlanta Technical College homepage
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  - Type in User ID: Username is the first part of your email address. For example, [sjohn@student.atlantatech.edu](mailto:sjohn@student.atlantatech.edu) user name is “sjohn”
  - Type in Password
  - If unsure of your username and password, reset it at <https://studentreset.atlantatech.edu/>
4. Click on “Student Services & Financial Aid”
5. Click on the “Registration” tab
6. Click on “Add/Drop Classes” tab
7. **TO ADD A CLASS:** Type course number (CRN) under “Add Classes Worksheet” and click “Submit Changes”
8. **TO DROP A CLASS:** Click “Drop-BannerWeb” from drop down menu of the class you wish to drop under the “Current Schedule” section and click “Submit Changes”



# Banner Web Instructions

## Viewing/Printing a Schedule

1. Go to [www.atlantatech.edu](http://www.atlantatech.edu) which brings you to Atlanta Technical College homepage
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3. Select “Banner Web”
  - Type in User ID: Username is the first part of your email address. For example, [sjohn@student.atlantatech.edu](mailto:sjohn@student.atlantatech.edu) user name is “sjohn”
  - Type in Password
  - If unsure of your username and password, reset it at <https://studentreset.atlantatech.edu/>
4. Click on “Student Services & Financial Aid”
5. Click on the “Registration” tab
6. Click on “Student Detail Schedule”
7. From the “File” menu select “Print” or right click on mouse and select “Print” if “File” menu is not displayed on your desktop