

Web Registration Instructions: Banner Student System

1. Begin at www.lcc.edu and click on the Sign in Link at the top of the screen.
 2. Click on Banner Web Self Service Link
 3. Click on Enter Secure Area
 4. Enter your TUID or Student Number and your Banner pin.
 - The first time logging in, your Banner pin will be your date of birth in MMDDYY format. You will then set a permanent 6 digit pin and create a security question and corresponding answer.
- A note on navigation: do not use your browser's "back" button from this point forward; instead use links on the page such as "Return to previous menu" or others to navigate through the system.***
5. Click "student"
 6. Click "registration"
 - a. Click "1) verify address" and either "update" your address or, if your address is correct, click "Return to Registration Steps"
 - b. Click "2) select term" and submit.
 - c. Click "3) add or drop classes"; then
 - i. either enter the CRN number for the section you wish to register for and click "submit changes" to register for that class.
 - ii. or click the "class search" button to look for the CRN. Register for the desired CRN by checking the select box on the left, then scroll down and click "register" button.
 7. Repeat step 6c until satisfied with your schedule.
 8. To view or print your class schedule from here
 - a. click the "student" tab at the top
 - b. click "registration"
 - c. click "4) student detail schedule"
 - d. view or print as desired & click "continue to next step"
 9. Click "5) registration fee assessment" to view your fees
Click "return to registration steps"
 10. Click "6) Select your Payment Option"
 11. Click "exit" to end your session and secure your account

Note: If you wish to audit a course (e.g. not get a grade or credit for the course), complete the following steps after you are registered:

- Repeat step 6 a, b and c above to view your schedule. Under "Grade Mode" click the blue text "numeric standard". For the desired course(s), change grade mode to "audit" and click "submit changes".