

## Student Self-Service Registration Instructions – Short Form

1. Log into the Samford Portal.
2. Click on the “Banner” tab.
3. Click the menu item entitled “Student & Financial Aid.”
4. Click the menu item entitled “Registration” to begin.
5. Click the menu item entitled “Registration Status.”
6. Select the “Term” you want to register for and click on the “Submit” button.
7. Review information and take care of any holds listed, if none and the date is during the dates shown under “You may register during the following times” you may proceed by clicking the “Return to Menu” link in the upper right hand corner of the screen.
8. Click on the menu item entitled “Add or Drop Classes.”
9. If the “Registration Term” screen appears then select the term you are going to register for.
10. If the “Alternative PIN Verification” screen appears enter your Alternate PIN given to you by your advisor. (Note: Graduate Students DO NOT need a PIN.)
11. Click the “Class Search” button at the bottom of the screen.
12. Select one or more subjects and any other search criteria you want to use. At least one subject must always be selected for a search.
13. Once you have found your class, check the box to the left to select it. If there is a “C” in this space, then the class section is closed.
14. Once you have check marked the course/s you want, click the “Register” button at the bottom of the page.
15. Click “Class Search” to repeat the process and complete your entire schedule.
16. To view your schedule, click on the link “Return to Menu” in the upper right of the screen. Then click the link entitled “Student Detail Schedule” in the Registration menu.

FOR MORE DETAILED INSTRUCTIONS OR HELP WITH POSSIBLE  
ERROR MESSAGES GO TO:

<http://www.samford.edu/bannerselfservice/students.html>

OR call the Help Desk at 726-2662