Banner Flex Registration System

Samford recently changed registration systems to give students a higher quality registration experience. The following diagrams will give you step by step instructions:

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registration, <strong>Magnifying Glass</strong> for Class Listing</td>
</tr>
<tr>
<td>2</td>
<td>Schedule Builder Displays Classes (Scroll), Drag and Drop Class into <strong>Schedule - Register</strong></td>
</tr>
<tr>
<td>3</td>
<td>Provide User Name and Password and <strong>Sign In</strong> (Follow prompts if you have forgotten User Name or Password) OR <strong>Create New Account</strong> – Provide Required Information – <strong>Welcome Screen</strong> – Record Login ID and Password - <strong>Continue</strong></td>
</tr>
<tr>
<td>4</td>
<td>Registration Results displays selected Class and Fee - <strong>Continue</strong></td>
</tr>
<tr>
<td>5</td>
<td>Registration Disclosure – <strong>Accept</strong> after reviewing Refund Policy</td>
</tr>
<tr>
<td>6</td>
<td>Payment Options confirms Class and Fee - <strong>Proceed to Payment</strong></td>
</tr>
<tr>
<td>7</td>
<td>Payment - <strong>Submit Payment</strong></td>
</tr>
<tr>
<td>8</td>
<td>Proceed to Payment - <strong>Continue</strong> - TouchNet Enter Visa or MasterCard - <strong>Continue</strong></td>
</tr>
<tr>
<td>9</td>
<td>TouchNet Account Information - Fill in Required Fields - <strong>Continue</strong></td>
</tr>
<tr>
<td>10</td>
<td>TouchNet Submit Payment - <strong>Submit Payment</strong></td>
</tr>
<tr>
<td>11</td>
<td>TouchNet Final Invoice - <strong>Print</strong> and <strong>Continue</strong></td>
</tr>
<tr>
<td>12</td>
<td>Your Payment Has Been Successfully Processed. Close this Window. You will receive a Registration Confirmation Email and a Payment Receipt Email</td>
</tr>
</tbody>
</table>

02/15/15
Registration Results

Step 4

Total: $75.00

Step 5

Registration Disclosure

Pre-registration closes 48 hours before the program date. There will be no refunds unless cancellation is made before pre-registration closes.
Payment Options

Payment must be made with a credit card. Please proceed to complete payment.

Registration confirmation
Below is a confirmation of the classes you are registering for.

Jennifer

ZAAR 752 D1 | Patron's Guide to Biham Arts
Class fees
FLEX WC Academy of the Arts

$75.00

Total: $75.00
Proceed to payment

Step 6

Payment

Credit card
To pay for your registration, you will be taken to a secure, external payment site. This site will be opened in a new window. Please turn off any popup blocker before proceeding. After you have successfully completed your payment, close the window and come back here to view your receipt. If you decide you want to cancel your registration, come back here and click the 'Cancel payment' button.
Step 8

Proceed to payment

To pay for your registration, you will be taken to a secure, external payment site. This site will be opened in a new window. Once you complete your payment you will be returned to the invoice page.

Click Continue to enter your payment information.

Cancel
Continue

TouchNet

Step 8 Continued

Payment Information

Account Information

*Indicates required fields

*Card account number:

Continue Cancel

Credit or Debit Card - We accept the following credit and debit cards.

Visa

Mastercard
Step 9

**Account Information**

*Indicates required fields*

- Card account number: xxxxxxxxxxxxxx08
- Name on card: Jennifer
- Card expiration date: 02 20
- Security code: (what is this?)
- My billing address is international

**Cardholder Billing information**

- Billing address:
  - Billing address line two:
- City:
- State/Province: Select a State/Province
Submit Payment

Please review the transaction details, then submit your payment.

Description: Samford Flexible Registration
Payment amount: $75.00
Payment type: Credit Card
Card account number: xxxxxxxxxxxxxx08
Name on card: Jennifer
Card expiration date: 1
Credit card type: Visa
Billing address: [redacted]
City: [redacted]
State/Province: AL
Postal code: 35209
Country: UNITED STATES
Email: jen********@att.net

Submit Payment  Change  Cancel

Final Invoice

Your registration is complete. Please print this page for your records by clicking the 'Print' button at the bottom right of this screen.

An email confirmation has been sent to the email account provided.

Name: Jennifer
Payment method: Credit card
Date: Feb 05, 2015

Schedule

ZAAR 702 01 | Patron's Guide to Shem Arts
Term: Non-Credit 2014-15
CRN: 88622
Schedule type: Seminar
Instructor: Hopkins, Joseph

<table>
<thead>
<tr>
<th>Start date</th>
<th>End date</th>
<th>Days</th>
<th>Start time</th>
<th>End time</th>
<th>Campus</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 03, 2015</td>
<td>Mar 30, 2015</td>
<td>M</td>
<td>10:00 AM</td>
<td>11:30 AM</td>
<td>Main</td>
<td>Academy of the Arts</td>
<td>125</td>
</tr>
</tbody>
</table>

Class Description:
The dean of Samford School of the Arts discusses upcoming Birmingham arts events and subjects related to them. Special guest provide an inside perspective on the arts and how to make the most of each opportunity.

Students registered for this section: