

## Banner Student Self-Service

The Samford university portal allows students to access their e-mail accounts and Banner Student Self-Service. In Banner Student Self-Service students can register for classes, view their student account and biographical and address information and check for grades. Students will receive a Self-Service account number eliminating the use of their social security numbers as their student identification numbers. Correspondence in regards to Banner Self-Service will be sent to students' Samford University e-mail address.

### Banner Student Self-Service Registration Instructions

1. Go to Samford's homepage [www.samford.edu](http://www.samford.edu)
2. Select "Students"
3. Log into the Samford portal.
4. Click on the "Banner" tab.
5. Click the menu item entitled "Student and Financial Aid."
6. Click the menu item entitled "Registration" to begin.
7. Click the menu item entitled "Registration Status."
8. Select the "Term" you want to register for and click on the "Submit" button.
9. Review information and take care of any hold listed. If there are none, you may proceed by clicking the "Return To Menu" link in the upper right hand corner of the screen.
10. Click the menu item entitled "Add or Drop Classes."
11. If the "Registration Term" screen appears, select the term you are registering for.
12. If the "Alternate PIN Verification" screen appears, enter your Alternate PIN given to you by your advisor.
13. Click the "Class Search" button at the bottom of the screen or enter course reference number [CRN]. If the CRN number is entered, proceed to Step 16.
14. 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.
15. 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.
16. Once you have check marked the course/s you want, click the "Register" button at the bottom of the page.
17. Click "Class Search" to repeat the process and complete your entire schedule.
18. 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."

**For assistance call the Help Desk at 726-2662.**

#### Definitions:

- **Samford username:** up to 8 characters. (Typically first initial + middle initial + last name).
- **Banner Self-Server "User Identification [ID] Number:"** 9-digit number assigned to each person. This is the student identification number. (It begins with the numeral nine.)
- **Samford Password:** Randomly-generated six character alphanumeric string.
- **Banner "Personal Identification Number [PIN]"** Corresponds with Samford Password.
- **Banner Alternate PIN number:** used to allow students to register for classes after advisement. Students will be prompted for an alternate pin number when submitting registrations or submitting schedule changes. The alternate pin number can only be obtained from the student's academic advisor. The alternate pin number is term specific. There is a separate pin number for the summer term, fall terms and spring terms.

Web registration is accessible for students both on campus and off via the Samford University Campus Pipeline portal. **Students can access the academic calendar at [www.samford.edu/groups/sturec/acadcalendar.html](http://www.samford.edu/groups/sturec/acadcalendar.html) for dates as they relate to registration or a schedule change. The site to determine if a course has a pre-requisite, the course description, or to determine its anticipated scheduling is [www.samford.edu/groups/unirel/catalog.html](http://www.samford.edu/groups/unirel/catalog.html)**