

Banner Student Self Service Tools

How do I ...

Register for **Fall 2008** classes?

View and accept my **Fall 2008** Financial Aid?

View my current transcript and holds?

View my registration status and courses I have been permitted into?

View my current class schedule?

Update my address?

Register for **Fall 2008** classes

1. In the myIIT portal select the **Academics** tab
2. In the **Registration Tools** channel click **Add or Drop Classes**

The screenshot shows the myIIT portal navigation bar with tabs: Welcome, **Academics**, Student Life, Finances, Library, Research, My Stuff, and Portal Help. A red arrow points to the Academics tab. Below the navigation bar, there are two main sections: 'Academic Profile' and 'Registration Tools'. The 'Academic Profile' section shows a dropdown menu set to 'Primary' and displays 'Class Standing: Graduate Degree Seeking', 'Effective Term: Fall 2007', and 'Level: Graduate'. The 'Registration Tools' section contains a list of links: 'Registration Status', 'Look Up Classes', 'Add or Drop Classes', and 'Change Class Options'. A red arrow points to the 'Add or Drop Classes' link.

3. Choose the term from the dropdown box (**Fall 2008**) and click **Submit**

The screenshot shows the 'Registration Term' selection screen. At the top, there are tabs for 'Personal Information', 'Student', and 'Financial Aid'. Below the tabs is a search bar with a 'Go' button. The main heading is 'Registration Term'. Underneath, there is a label 'Select a Term:' followed by a dropdown menu. The dropdown menu is open, showing three options: '2009 Professional Learning', '2009 Professional Learning', and 'Fall 2008'. A red arrow points to the 'Fall 2008' option. Below the dropdown menu is a 'Submit' button, which is circled in red.

4. Enter your **Alternate PIN** and click **Submit**

The screenshot shows the 'Alternate PIN Verification' screen. At the top, there are tabs for 'Personal Information', 'Student', and 'Financial Aid'. Below the tabs is a search bar with a 'Go' button. The main heading is 'Alternate PIN Verification'. Below the heading is an information icon and the text 'Please enter your Alternate PIN to access registration.' Underneath is a label 'Alternate PIN:' followed by a text input field containing six asterisks. A red arrow points to the input field. Below the input field is a 'Submit' button, which is circled in red.

5. To register for a new class click **Class Search**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Admin Registered on May 27, 2008	None	10663	ECE	519	3	Graduate	3.000	Standard	Letter	Coding for Reliable Communications
Admin Registered on May 27, 2008	None	10677	ECE	546	2	Graduate	3.000	Standard	Letter	Wireless Network Security

Total Credit Hours: 6.000
Billing Hours: 6.000
Maximum Hours: 99.990
Date: May 28, 2008 11:15 am

Add Classes Worksheet

CRNs

--	--	--	--	--	--	--	--	--	--

Submit Changes Class Search Reset

6. To change registration status for a class select **Drop** or **Withdraw** from the Action dropdown menu and click **Submit Changes**

7. Look up the classes by subject, location, time, etc. Once you have made your selection, click the **Class Search** button.

Subject: Anthropology Architecture Art and Architectural History

Course Number: []

Title: []

Schedule Type: All Accelerated Course Clinical

Credit Range: [] hours to [] hours

Campus: All Corporate Site Downtown Campus

Course Level: All Continuing Education Graduate

Part of Term: Non-date based classes only All 1st Eight Weeks (Semester) 2nd Eight Weeks (Semester)

Instructor: All Aamot, Kari Lynn Abarji, Snejana

Attribute Type: All CAEE Design Course CSCI Technical Elective

Start Time: Hour [00] Minute [00] am/pm [am]

End Time: Hour [00] Minute [00] am/pm [am]

Days: Mon Tue Wed Thur Fri Sat Sun

Class Search Reset

If you are searching for Internet classes you can select "Internet Only"

Search for classes that meet specific major requirements

register button.

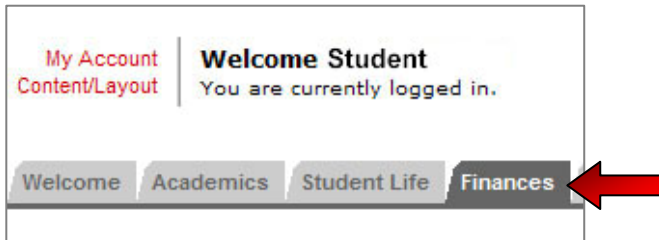
Sections Found

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem
<input type="checkbox"/>	10071	BIOL	100	1	MC	2.000	Introduction to the Profession	R	08:35 am-09:50 am	30	1	29
<input checked="" type="checkbox"/>	10076	BIOL	109	1	MC	1.000	General Biology Laboratory	T	08:35 am-11:15 am	24	1	23
<input checked="" type="checkbox"/>	10077	BIOL	109	2	MC	1.000	General Biology Laboratory	T	01:50 pm-04:30 pm	24	1	23
	10078	BIOL	109	3	MC	1.000	General Biology Laboratory	R	01:50 pm-04:30 pm	24	1	23
<input type="checkbox"/>	10093	BIOL	414	1	MC	3.000	Genetics for Engineering Scientists	MWF	10:00 am-10:50 am	8	0	8
<input type="checkbox"/>	10105	BIOL	446	1	MC	3.000	Cell Biology Laboratory	M	06:25 pm-09:05 pm	36	0	36
								R	08:35 am-12:40 pm			
<input type="checkbox"/>	10106	BIOL	490	0	MC	1.000-3.000	Individual Study	TBA		2	0	2
<input type="checkbox"/>	10107	BIOL	491	0	MC	1.000-3.000	Biology Research Project	TBA		2	0	2

Register Add to WorkSheet Class Search

View and accept my **Fall 2008** Financial Aid

1. In the **myIIT** portal click on the **Finances** tab



2. In the **Financial Aid Awards** channel click Financial Aid Awards



3. From the drop down list, select Aid Year (currently 2008-2009) and then click **Submit**

4. In the drop down list next to each award select Accept, Decline or Decide Later. When you are finished, select the **Submit Decision** button

Award Decision				
Fund	Status	Amount	Award Decision	Accept Partial Amount
Federal Work Study	Offered	\$2,500.00	Decide Later	<input type="text"/>
Fed. Parent Loan for Student	Accepted	\$5,000.00	Decide Later	<input type="text"/>
Private Loan	Accepted	\$10,000.00	Accept	<input type="text"/>
Federal Subsidized Staf. Loan	Offered	\$2,500.00	Decline	<input type="text"/>
Federal Unsub. Stafford Loan	Accepted	\$2,000.00	Decide Later	<input type="text"/>
Total		\$22,000.00		
Accept Full Amount All Awards			Submit Decision	

View my **current** transcript and holds

1. In the myllt portal select the **Academics** tab



2. In the **Registration Tools** channel click **Transcript** link to view current unofficial transcript

Click **Holds** link to view current holds



View my registration status and courses I have been permitted into

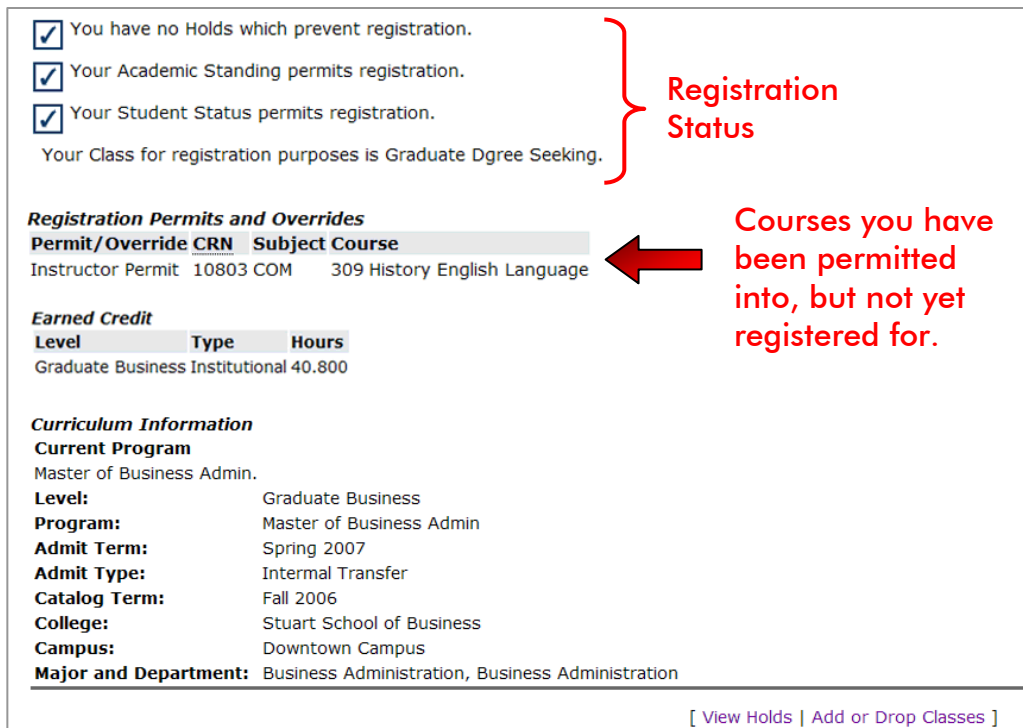
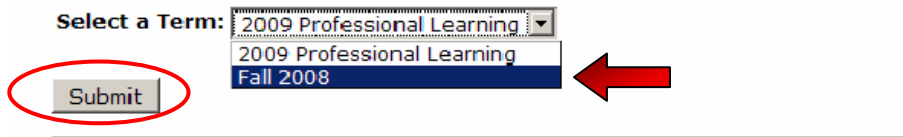
1. In the myLLT portal select the **Academics** tab



2. In the **Registration Tools** channel click the **Registration Status** link



3. Choose the term from the dropdown box (**Fall 2008**) and click **Submit**



The image shows a registration status page with several sections:

- Registration Status:** Three checked boxes indicate that the user has no holds, their academic standing permits registration, and their student status permits registration. A red bracket groups these items with the label 'Registration Status'.
- Registration Permits and Overrides:** A table showing a permit for '10803 COM' for the course '309 History English Language'. A red arrow points to this table with the label 'Courses you have been permitted into, but not yet registered for.'
- Earned Credit:** A table showing 'Graduate Business Institutional' for 40.800 hours.
- Curriculum Information:** Details for the 'Master of Business Admin.' program, including level (Graduate Business), program, admit term (Spring 2007), admit type (Internal Transfer), catalog term (Fall 2006), college (Stuart School of Business), campus (Downtown Campus), and major and department (Business Administration, Business Administration).

At the bottom right, there are links: [View Holds | Add or Drop Classes]

View my current class schedule

In the Banner Self Service channel click on **Student**, then **Registration** and **Student Detail Schedule**. Select the current term when prompted.

Banner Self-Service

- Banner Self-Service
- Personal Information
- Student
- Registration
- Select Term
- Add or Drop Classes
- Look Up Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Registration Status

Student Detail Schedule

Total Credit Hours: 5.000

General Biology Laboratory - BIOL 109 - 2

Associated Term: Fall 2008
CRN: 10077
Status: Withdrawn on Jun 24, 2008
Assigned Instructor:
Grade Mode: Standard Letter
Credits: 1.000
Level: Undergraduate
Campus: Main Campus

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	1:50 pm - 4:30 pm	T	Life Sciences 306	Jun 21, 2008 - Dec 13, 2008	Lab	TBA

History of the English Language - COM 309 - 1

Associated Term: Fall 2008
CRN: 10803
Status: Student Registered on Jun 05, 2008
Assigned Instructor: Gregory Pulliam

Grade Mode: Standard Letter
Credits: 3.000
Level: Undergraduate
Campus: Main Campus

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	1:50 pm - 3:05 pm	TR	Siegel Hall 204	Jun 21, 2008 - Dec 13, 2008	Lecture	Gregory Pulliam (P)

[Return to Previous](#)

[Show Active Registrations](#) | [Show Registration History](#) | [Add or Drop Classes](#) | [Look Up Classes](#)

Class Schedule with location, time, instructor and other information.

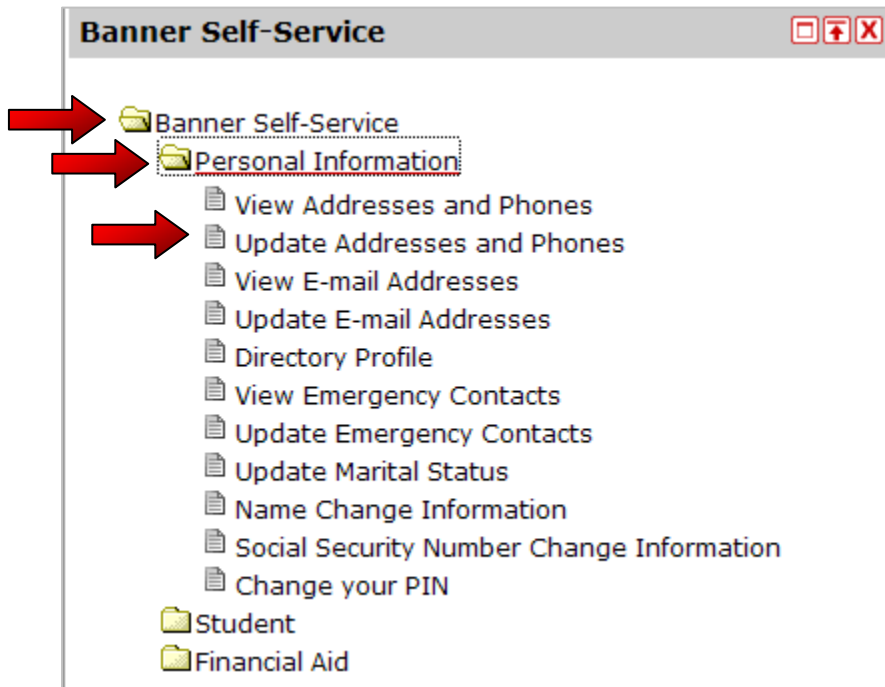
NOTE: The student has withdrawn from this class.

NOTE: The student is currently registered for this class.

Click Show Active Registration to view current schedule only

Update my address

1. In the Banner Self Service channel click on **Personal Information**, then **Update Addresses and Phones**



2. Select the link next to the address you wish to update. To insert a new address select the type of address you want to insert and click submit.

