

Coursera Post Pathway Student Self-Service Registration

The Student Self-Service application in Banner 9 allows students to view registration information in one location.

Disclaimer - This guide is only intended for Coursera Post Pathway students who are registering for 2 or 3 credit hour Coursera courses.

If you are a current student, and completed the Pathway courses, please use Banner Self-Service to register by using this guide to navigate.

Do not use this registration guide if you are registering for 1 credit hour pathway course. If you are a new student, or if you need to complete the Pathway courses, please register via Target X using the link below:

https://illinoistech.my.site.com/coursera/TX_SiteLogin?startURL=%2Fcoursera%2FTargetX_Portal_PB

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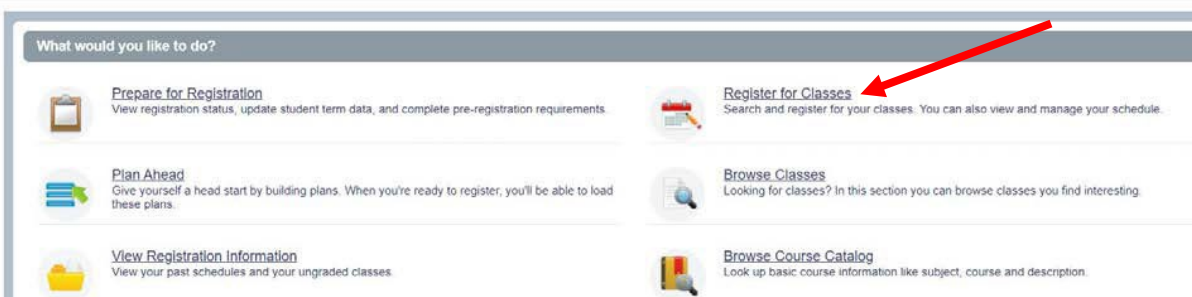
BANNER 9 SELF-SERVICE NAVIGATION

You can access the Registration Dashboard through your myIT portal on the Welcome tab.



The Registration Dashboard is the main landing page for registration access.

Registration

The screenshot shows the 'Registration' dashboard interface. At the top, there is a header 'What would you like to do?'. Below this, there are six main navigation links, each with an icon and a brief description. A red arrow points to the 'Register for Classes' link. The links are: 'Prepare for Registration' (clipboard icon), 'Register for Classes' (calendar icon), 'Plan Ahead' (calendar icon), 'Browse Classes' (magnifying glass icon), 'View Registration Information' (folder icon), and 'Browse Course Catalog' (book icon).

Link	Description
Prepare for Registration	View registration status, update student term data, and complete pre-registration requirements.
Register for Classes	Search and register for your classes. You can also view and manage your schedule.
Plan Ahead	Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
Browse Classes	Looking for classes? In this section you can browse classes you find interesting.
View Registration Information	View your past schedules and your ungraded classes.
Browse Course Catalog	Look up basic course information like subject, course and description.

PREPARE FOR REGISTRATION

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

Summer 2020

Continue

Select a term for registration using the drop down.

REGISTER FOR CLASSES

Terms Open for Registration

Summer 2020

Alternate PIN*

.....

Continue

Select a term for registration using the drop down.

Enter your PIN

The Search Results page has three panels. The panels can be minimized or maximized by selecting the toggle arrows or reset back to default by selecting the reset button.



- Search Results: Allows you to search for classes for the selected term.
- Schedule: Provides a visual list of registered sections for the term. Sections will be identified by color, which will allow the student to view schedule conflicts.
- Summary: Lists selected sections. Students will then choose registration or remove.

To register for classes, you can select from three options – find classes, enter CRNs, and Plans.
 Find classes - basic search.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Summer 2020

Subject:

Course Number:

Keyword:

Enter Subject: MBA
 Enter Course Number: 701

Once you locate the course you can add it to your summary on the bottom right.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 8 Classes
 Term: Summer 2020 Subject: ITM Development

Title	Subject	Subject Description	Cours#	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Action	
Open Source Programming Lecture	ITMD	ITM Develo...	413	01	3	33631	Sum...	James Papademas (Pri...	S M T W T F S 08:25 PM - 08:50 PM	Type: Clas	Mies	6 of 10 seats re... 99 of 99 wa... Add	
Open Source Programming Lecture	ITMD	ITM Develo...	413	02	3	33632	Sum...	James Papademas (Pri...	S M T W T F S -	Type: Internet	Building: None	Inter...	9 of 10 seats re... 99 of 99 wa... Add
Open Source Programming Lecture	ITMD	ITM Develo...	513	01	3	33637	Sum...	James Papademas (Pri...	S M T W T F S 08:25 PM - 08:50 PM	Type: Clas	Mies	8 of 10 seats re... 99 of 99 wa... Add	

Schedule | Schedule Details

Class Schedule for Summer 2020

6am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Summary

Title	Details	Hour	CRN	Schedule 1	Status	Action
Open Source Program	ITMD 413, 02	3	33632	Lecture	Pending	Student Registered
Introduction to Compute...	CS 104, 01	2	34267	Lecture	Pending	Student Registered

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submit

Plans

Find Classes | Enter CRNs | Plans | Schedule and Options

Register from a plan.
 Term: Summer 2020

plan 1

Created by: You (Preferred) Add All

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Action
						Standard Letter	View Sections Add

Records: 1

Schedule | Schedule Details

Class Schedule for Summer 2020

6am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Summary

Title	Details	Hour	CRN	Schedule 1	Status	Action
						Student Registered

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 9

Submit

Enter CRNs

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2020

CRN Section 202030 24287 not a valid CRN.Special Topics SSCI 285, 01Special Topics SSCI 285, 01

CRN Introduction to Computer Programming for Engineers CS 104, 01

[+ Add Another CRN](#) **Add to Summary**

When you have located and added the courses to your summary you can chose an action – student registered or remove.

Title	Details	Hours	CRN	Schedule T	Status	Action
					Pending	Student Registered
					Pending	Student Registered
					Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 9

Click submit to register

Submit

Once registered, you will need to pay for the courses immediately. Follow the instructions below to complete your payment.

These are payment instructions for post pathway students that will be registering via the Banner portal.

[Illinois Institute of Technology/Online Payment Guide](#)

Access the online system through the myIIT portal. Log in to the portal, and click the **“Manage My Account”** under the Finances Tab. This will open the secure online system in a new window.

The screenshot shows the MyIT Portal interface. On the left is a navigation menu with categories like Work, Welcome, Academics, Student Life, Finances, Library, Athletics, Dinner Finance, Research, and Training and Support. The main content area is divided into several red-bordered boxes:

- Financial Aid - Main Campus:** Provides contact information for the Registrar's Office (10 W 33rd Street, Peoria Hall, Suite 206) and office hours (Monday-Friday 8:30 am - 5:00 pm).
- Financial Aid Awards and Requirements:** Lists links for Financial Aid Awards, Financial Aid Status, Tracking Requirements, Holds, Financial Aid Message, and Financial Aid Award Year.
- Manage Account:** Contains a red arrow pointing to a 'Manage My Student Account' link. Text above the link says: 'Click here to access bills and statements, make a payment, enroll in a payment plan, set up direct deposit and more'.
- Student Accounting Office:** Lists links for Student Accounting Office Website, Title IV Authorization Form, Authorized User Login Page, View and sign your Perkins or Institutional Loan Master Promissory Note, International payments and wire transfers, and Tax information and Form 1098-T.
- Scholarships:** Instructs users to visit the Outside Scholarships page for links to the Scholarship Opportunity Spreadsheet and search engines.
- Financial Aid - Money Management:** Lists links for National Student Loan Data System, Loan Consolidation, CashCourse, and College Loans 101.
- Financial Aid - Downtown Campus:** Provides contact information for the Downtown Campus (565 West Adams Street, Suite 230) and office hours (Monday-Friday 8:30 a.m. - 5 p.m.).
- IT Print:** Provides instructions on how to use the university-wide printing system and links to printer status, account balance, and printing history.

Click on the **Make Payment** Tab from the top menu.

The screenshot shows the 'My Account' page with a top navigation bar containing 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The main content is organized into three columns:

- Announcement:** Contains text regarding emergency relief grants under the CARES act, the June 8, 2020 deadline for tuition and fees, and information about electronic payments and international wire transfers.
- Student Account:** Shows the account ID as 'xxxxx6321' and a current balance of '\$3,492.48'. A red arrow points to a 'Make Payment' button. Below this, there is a 'View Activity' button and a 'Statements' section with a 'View Statements' button for the latest eBill Statement (5/1/17) of \$3,492.48.
- My Profile Setup:** A vertical list of settings including Authorized Users, Personal Profile, Payment Profile, Security Settings, Consents and Agreements, and Electronic Refunds.

Click [Continue](#)

Enter Payment Amount or Pay by Term, enter payment date, and then click [Continue](#).

Select a Payment Method

Payments can be made by credit card or checking account. A 2.95% convenience fee applies to all credit card transaction. There is no fee for payments made with a checking account. After method selection, complete all required fields and then click Select.

Please note: You will not be charged until you have reached the payment confirmation screen and submitted your payment.

*If you selected: New Electronic Check (checking account):
Enter all required fields – use Routing Number Example to enter account information!*

The diagram shows a check form with the following fields and callouts:

- Your Name:** 1234 Main St., Any Town, USA 12345
- Date:** 1234
- Pay To The Order Of:** \$ 1234 DOLLARS
- Your Bank Name:** Address of Your Bank, Any Town, USA 12345
- For:** 1234
- Routing Number:** 123456789
- Account Number:** 000123456789
- Check Number:** 1234 (with a note "DO NOT USE")

Please enter your banking information as shown in the example above.

- **Routing number** - always comes first and is exactly 9 digits.
- **Account number** - varies in length. May appear before or after the check number. Include any leading zeros, but omit spaces and non-numeric characters.
- **Check number** - is not needed. Do not include the check number.

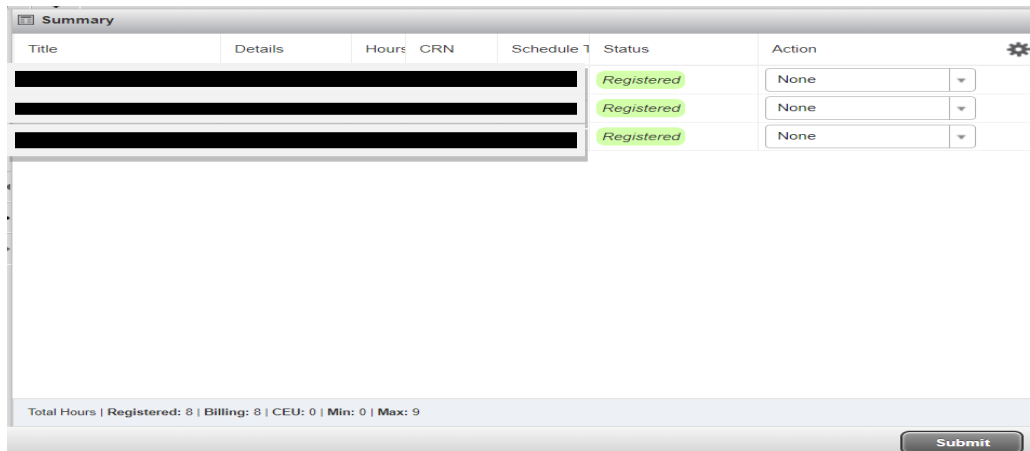
It is important to enter your banking account information accurately, or your payment cannot be successfully completed. If you have questions, please contact your bank.

DO NOT enter your debit card number.

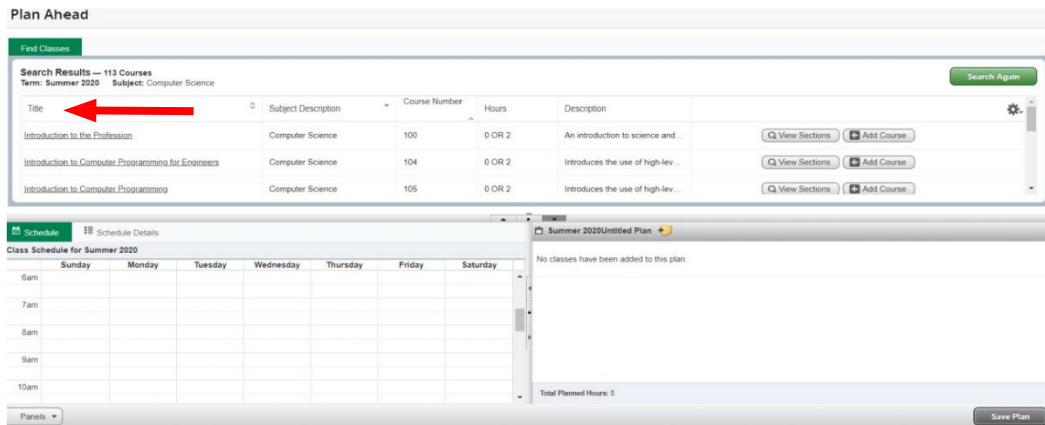
Once registered you can drop or withdraw from the course. Please refer to the [Academic Calendar](#) for important term dates.

The screenshot shows a 'Summary' table with the following columns: Title, Details, Hours, CRN, Schedule 1, Status, and Action. The table contains two rows, both with a status of 'Registered'. The 'Action' column for the first row has a dropdown menu with 'Drop Course' selected, indicated by a red arrow. The second row has a dropdown menu with 'None' selected. At the bottom of the table, there is a summary row: 'Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 9'. A 'Submit' button is located at the bottom right of the form.

Now you can view your registration summary, weekly schedule, and schedule details



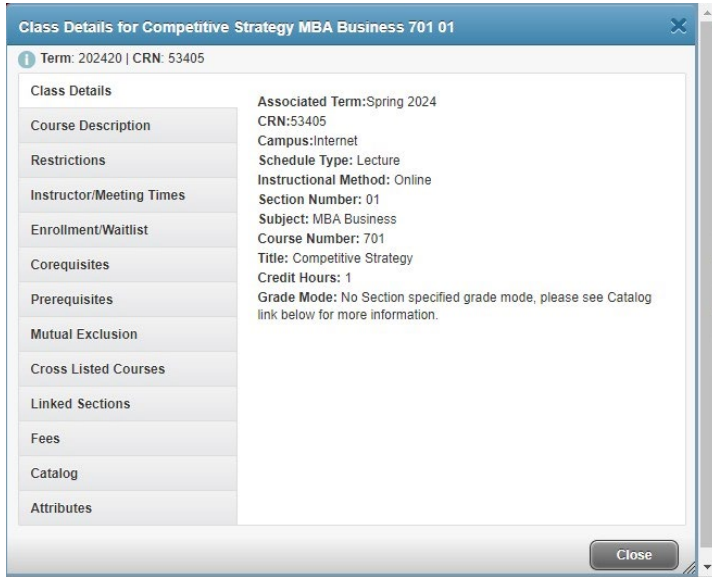
The plan page shows the search tool, schedule, and summary.



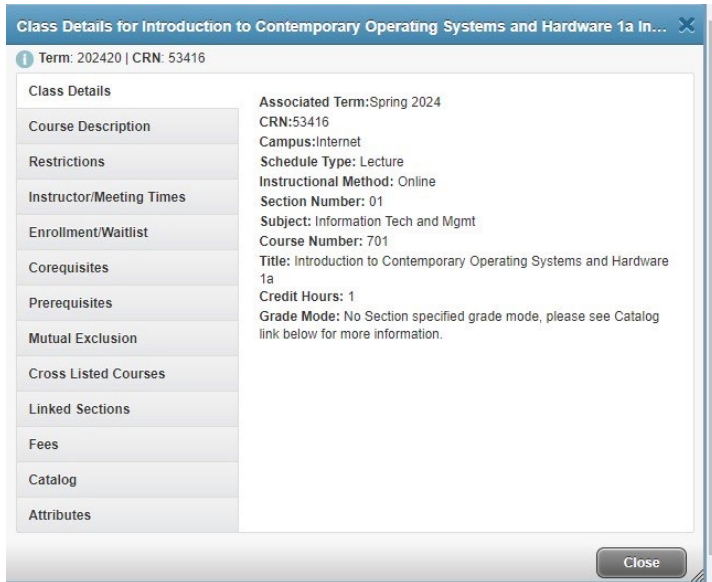
The results allow you to navigate the sections, course details, and add courses to your plan.

Selecting the title (the arrow in the above image) will give you the class details (click the title of the class to see the below details)

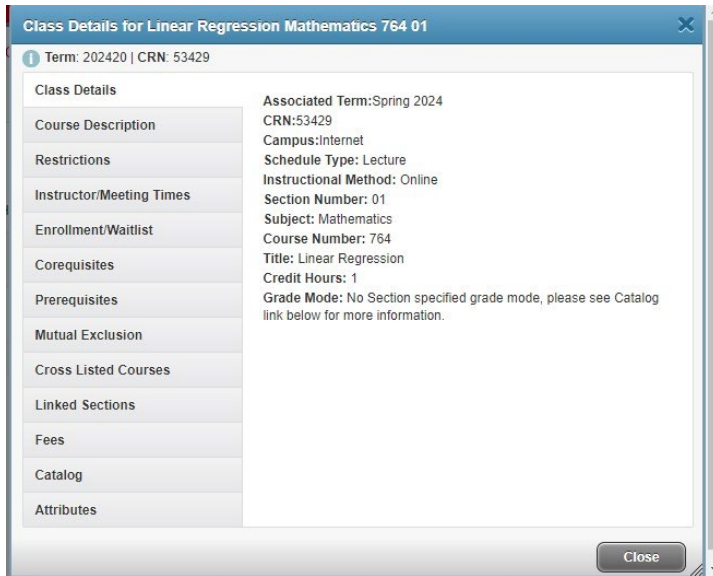
Note: You can also view this information when browsing for classes by clicking the title.



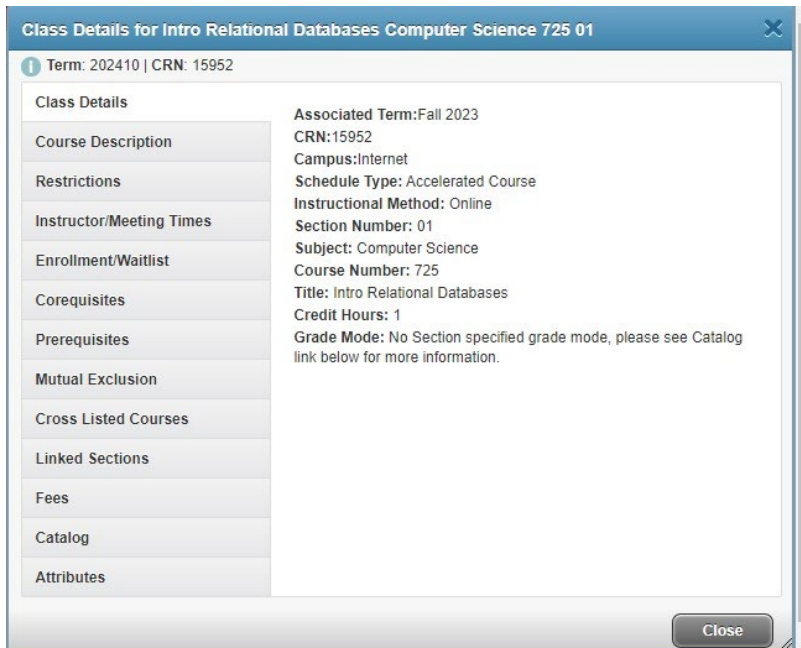
Sample MBA Details



Sample ITM Details



Sample Math Details



Sample Computer Science Details