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.

-For all Coursera students who register through the portal, it is important to note when registering for courses in Term A and Term B, these differentiations will be shown beside the section number, i.e. A01, B02.

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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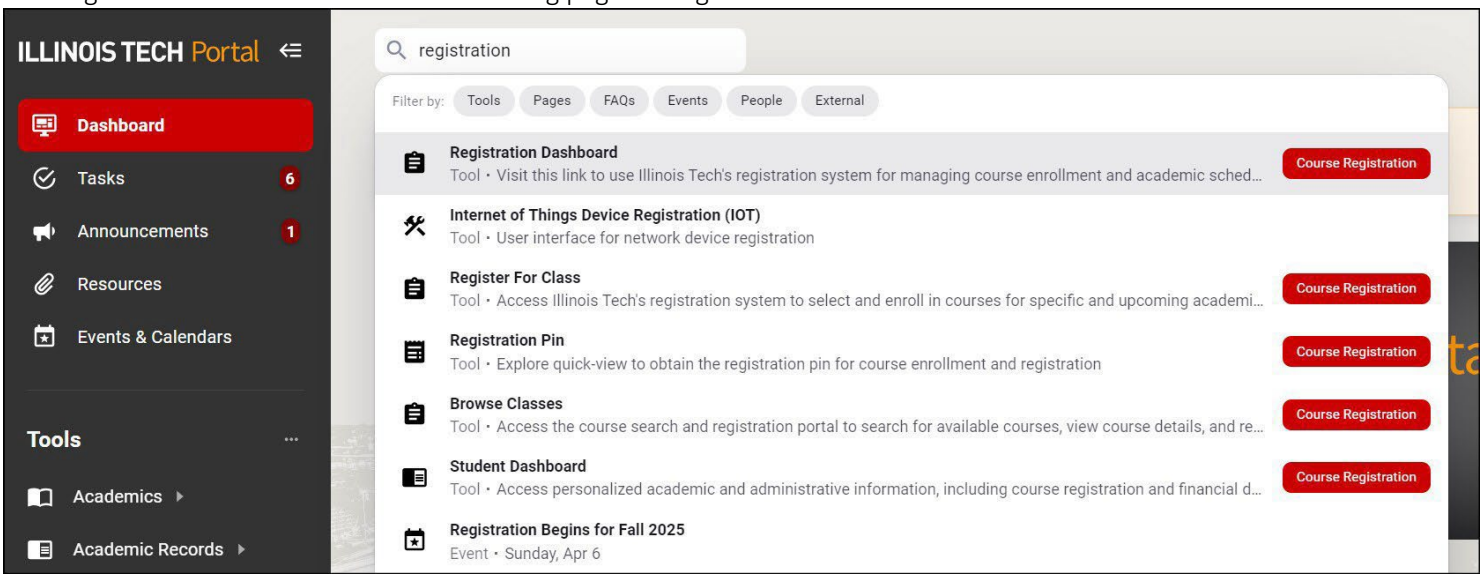
BANNER 9 SELF-SERVICE NAVIGATION

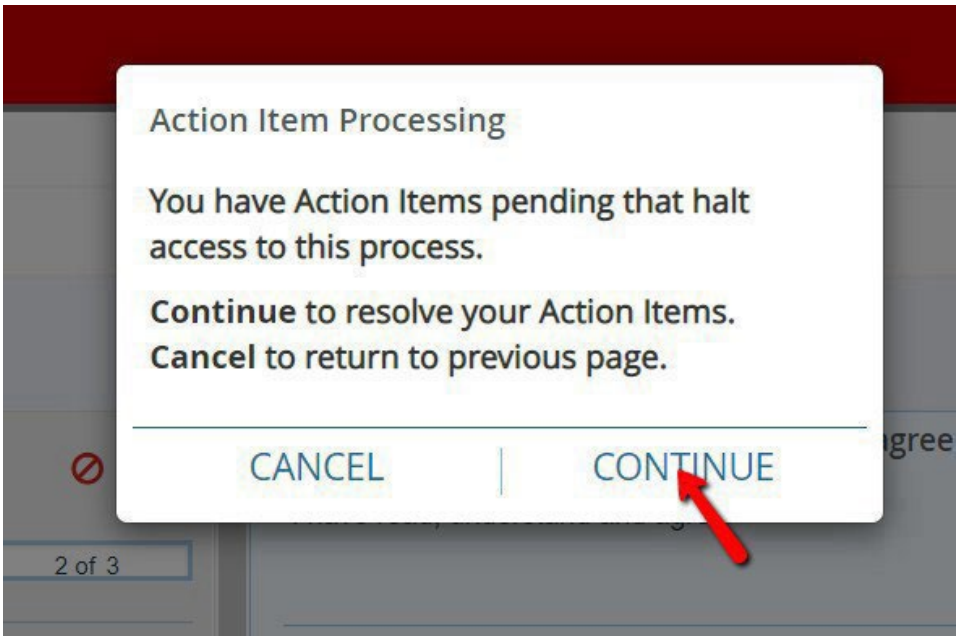
You can access the Registration Dashboard through your Illinois Tech Portal. Search for Registration Dashboard.
The Registration Dashboard is the main landing page for registration access.



Student Action Items for Required Financial Responsibility Statement

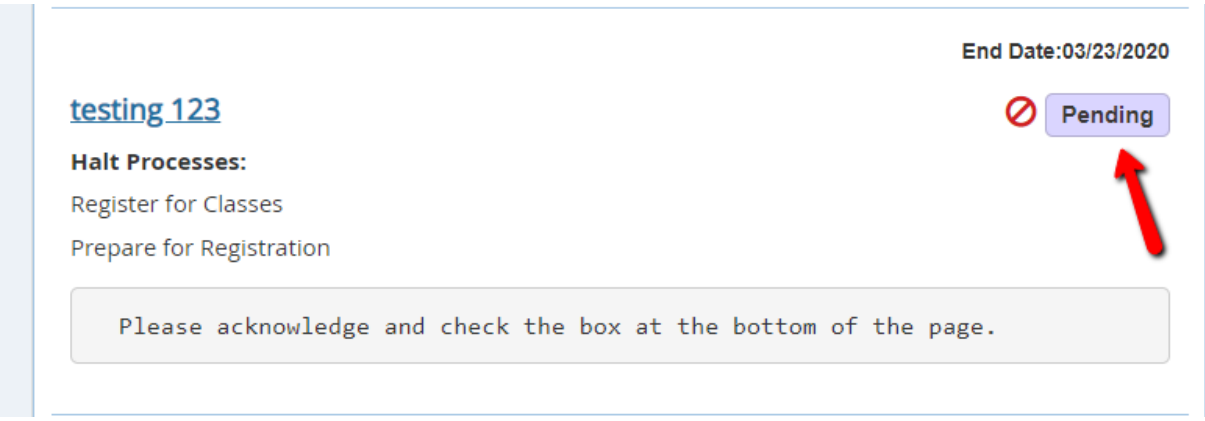
Each term you will need to acknowledge a Statement of Financial Responsibility before you can register of prepare to register.

When you select either link you will receive a notification.

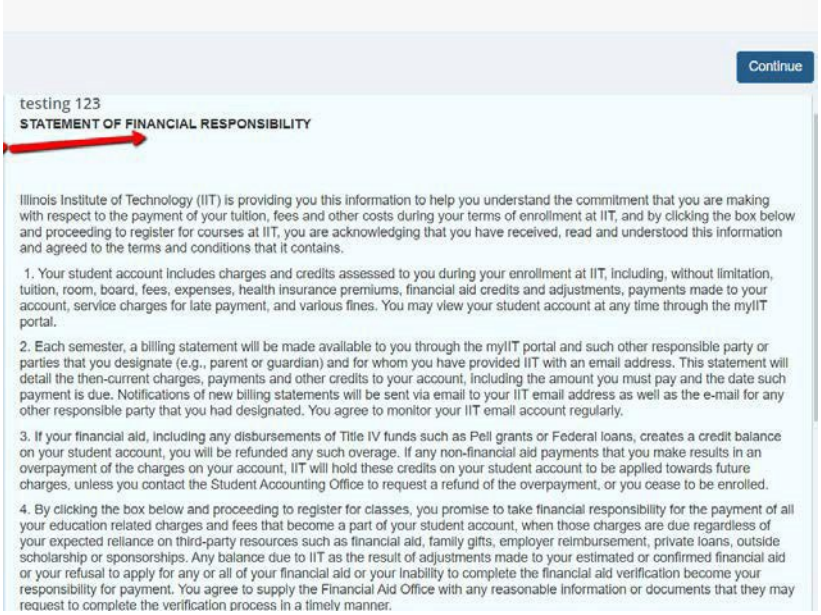


The notification that requires acknowledgement will hand a pending indicator.

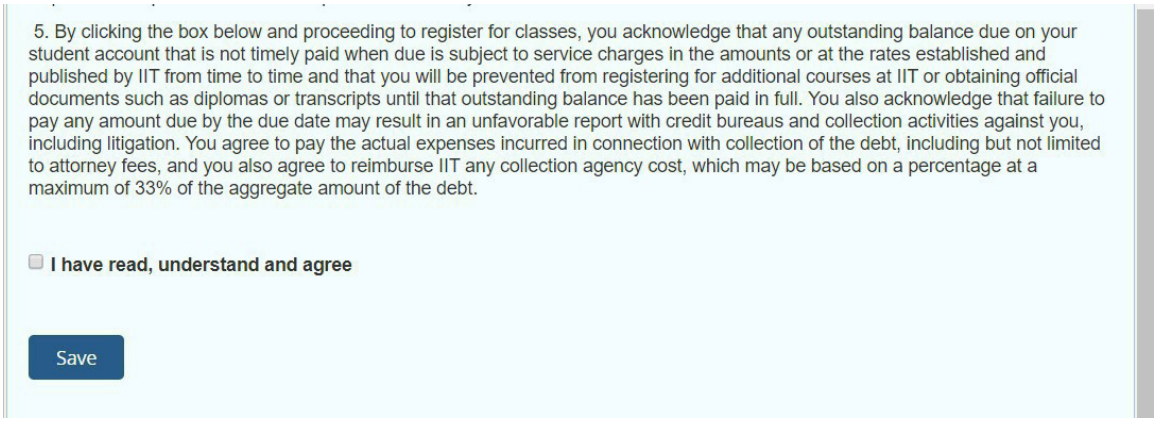
Select the action item to display the information.



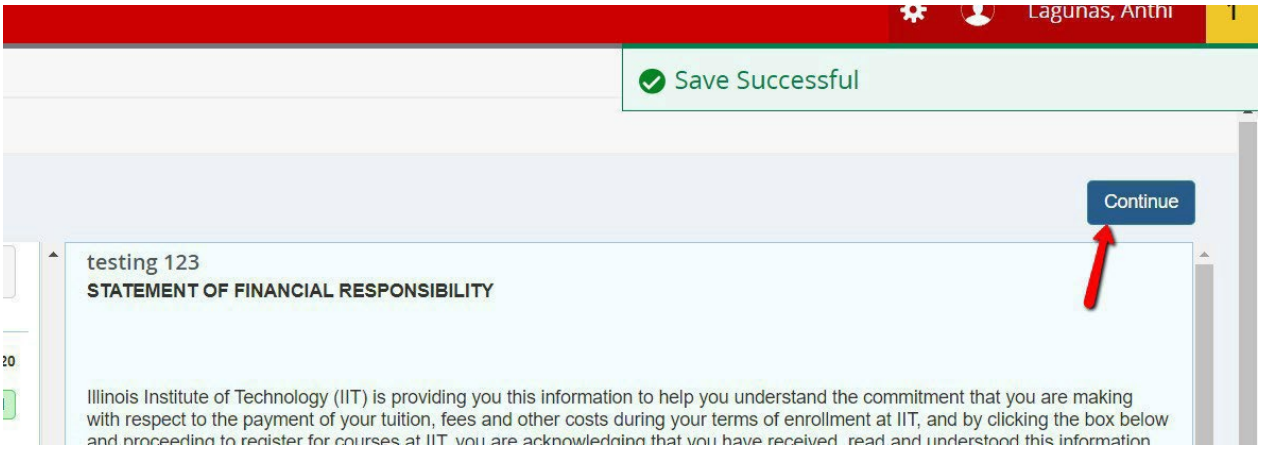
The message will populate on the right



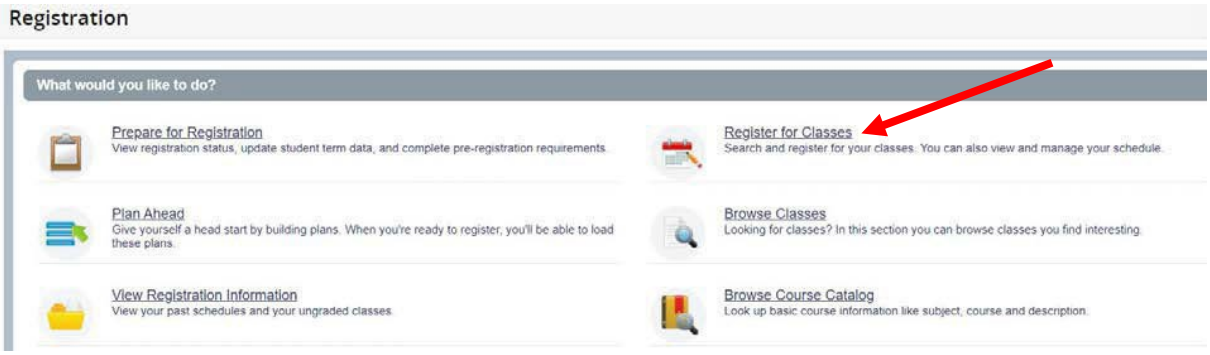
Read the message, and scroll to the bottom to acknowledge.



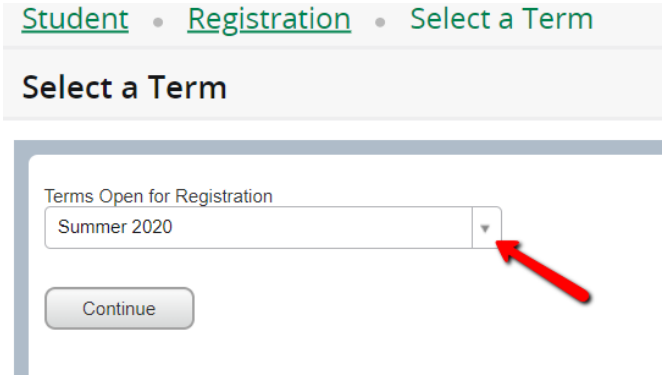
You will receive a message indicating the save was successful. Select the continue button in the top right and you will be redirected to the registration module.



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

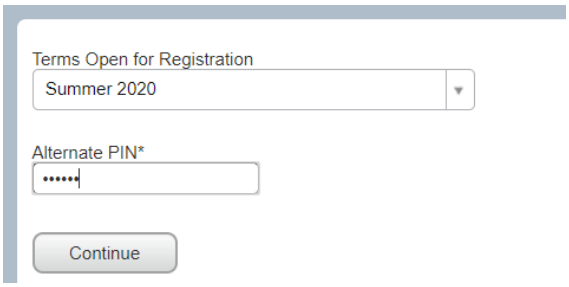


PREPARE FOR REGISTRATION



Select a term for registration using the drop down.

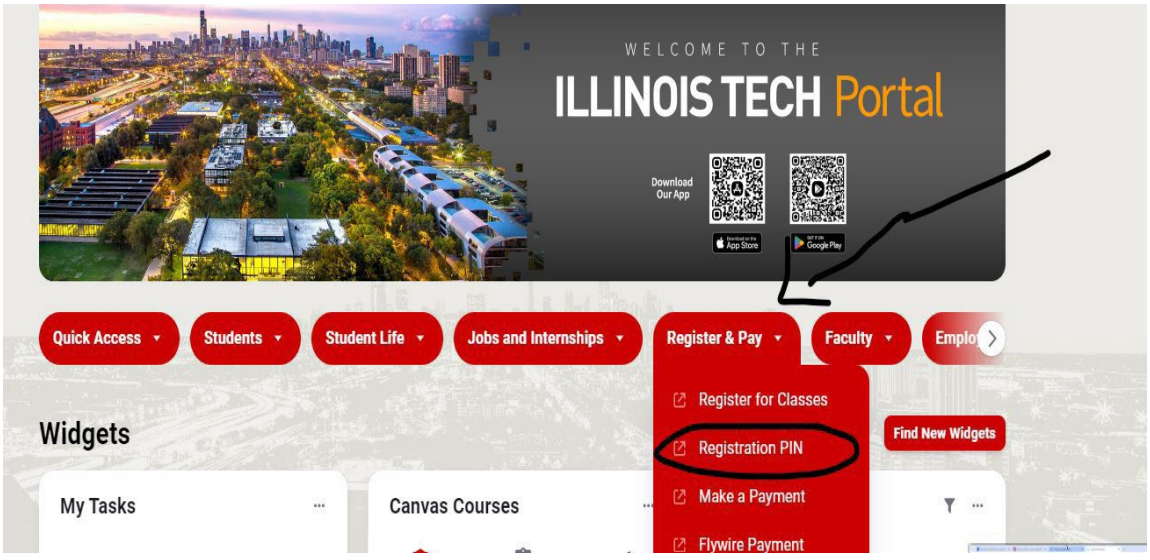
REGISTER FOR CLASSES



Select a term for registration using the drop down.

Enter your PIN

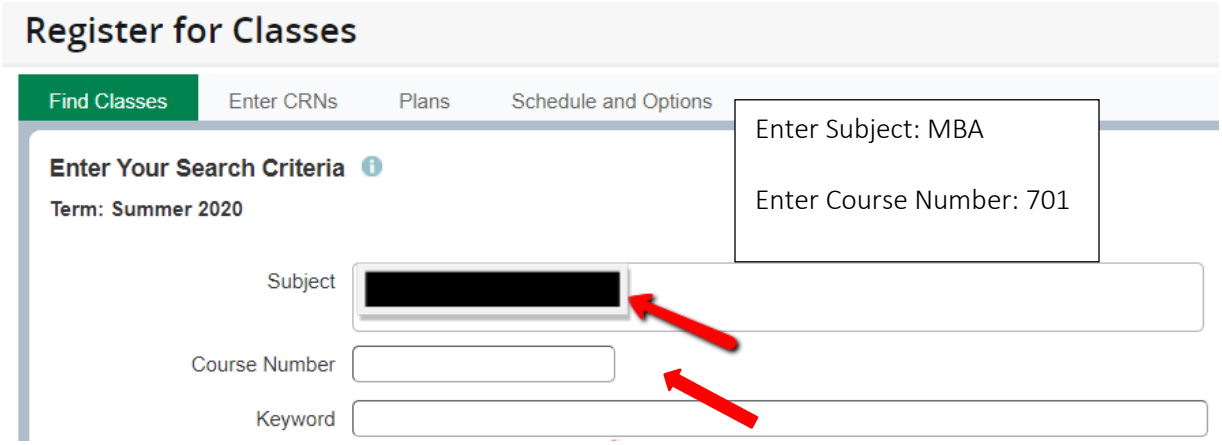
If you do not know your pin, you can view under the Register & Pay drop down



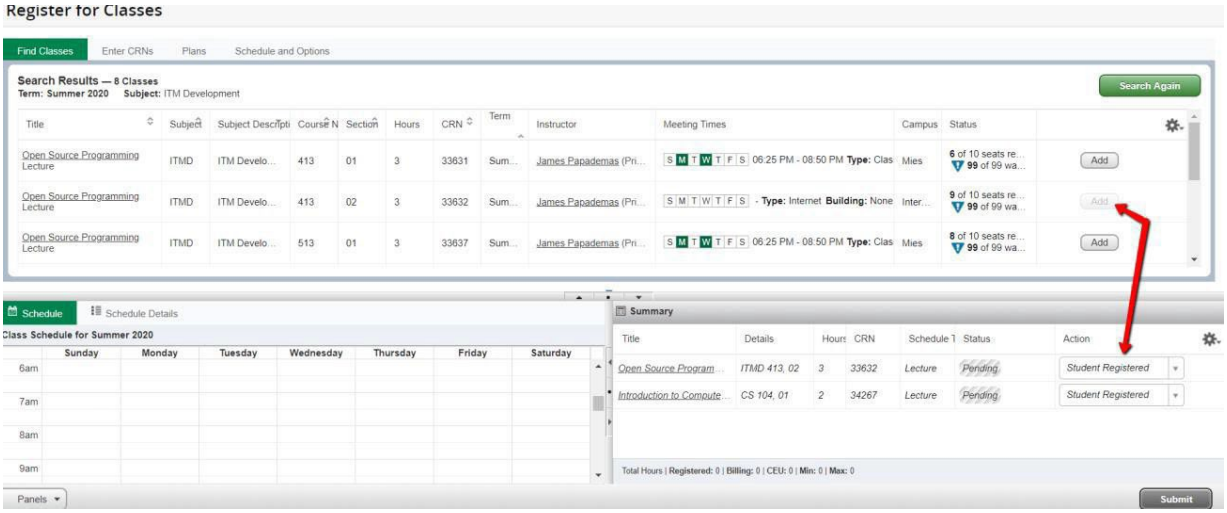
The Search Results page has three panels. The panels can be minimized or maximized by selecting the toggle arrows or reset back to default by selecting the reset button.

- 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 scheduleconflicts.
- Summary: Lists selected sections. Students will then choose registration or remove.

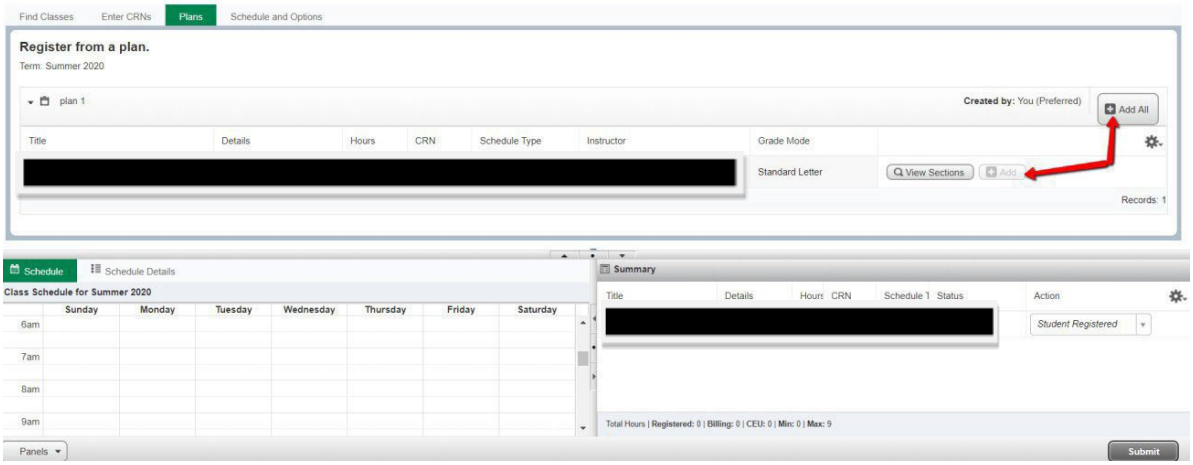
To register for classes, you can select from three options – find classes, enter CRNs, and Plans.
Find classes - basic search.



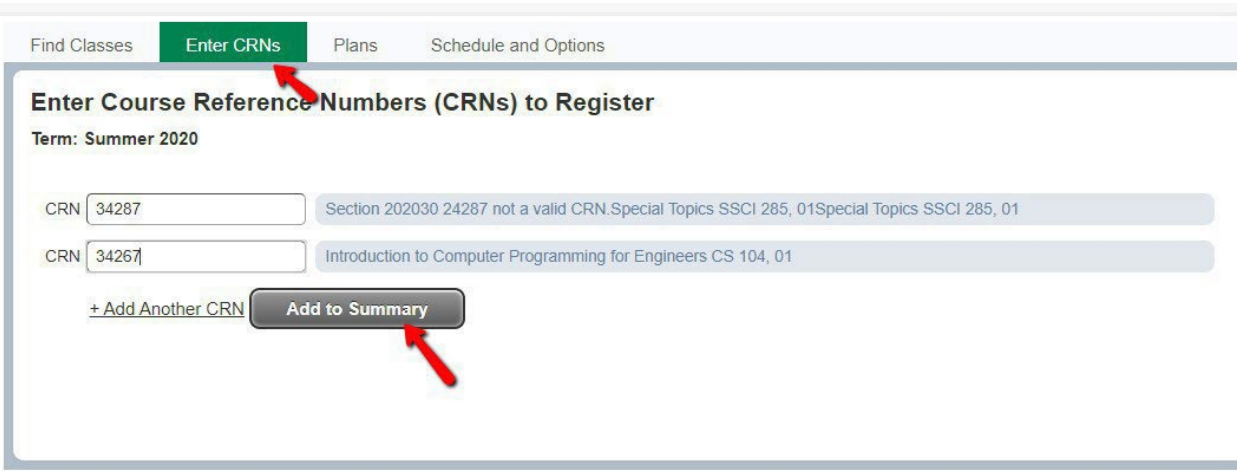
Once you locate the course you can add it to your summary on the bottom right.



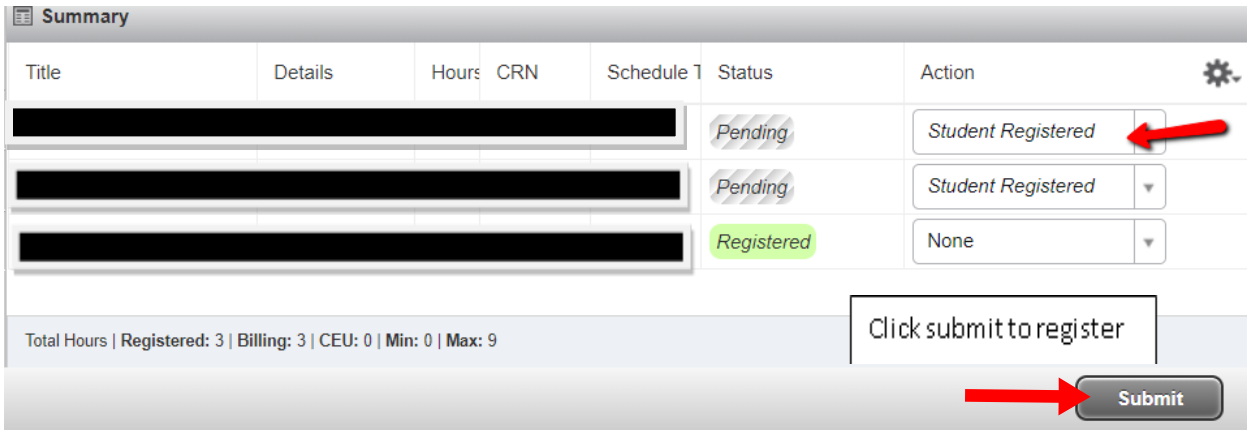
Plans



Enter CRNs



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



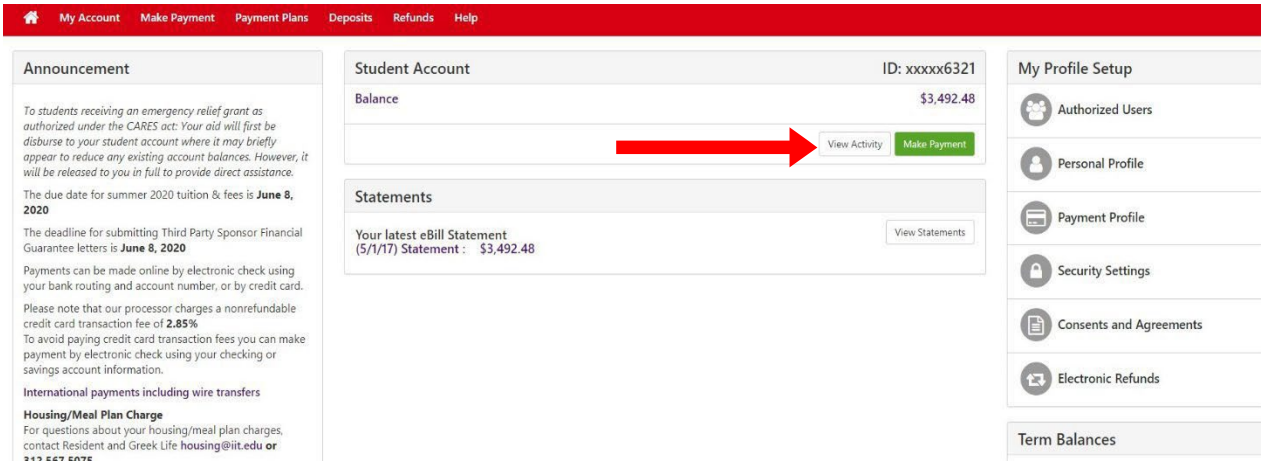
Once registered, you will need to pay for the courses immediately. Follow the instructions below to complete your payment.

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

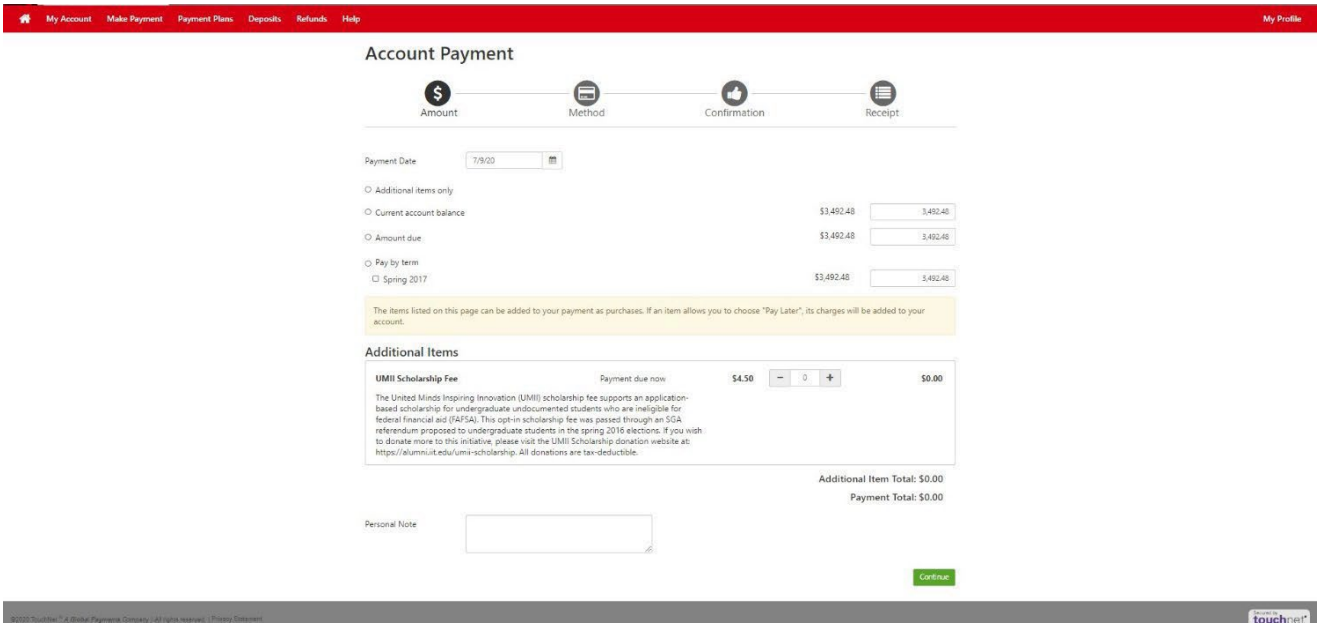
Illinois Institute of Technology/Online Payment Guide

Access the online system through the IIT portal. Log in to the portal, and click the **Register & Pay tab** – Make a Payment. This will open the secure online system in a new window.

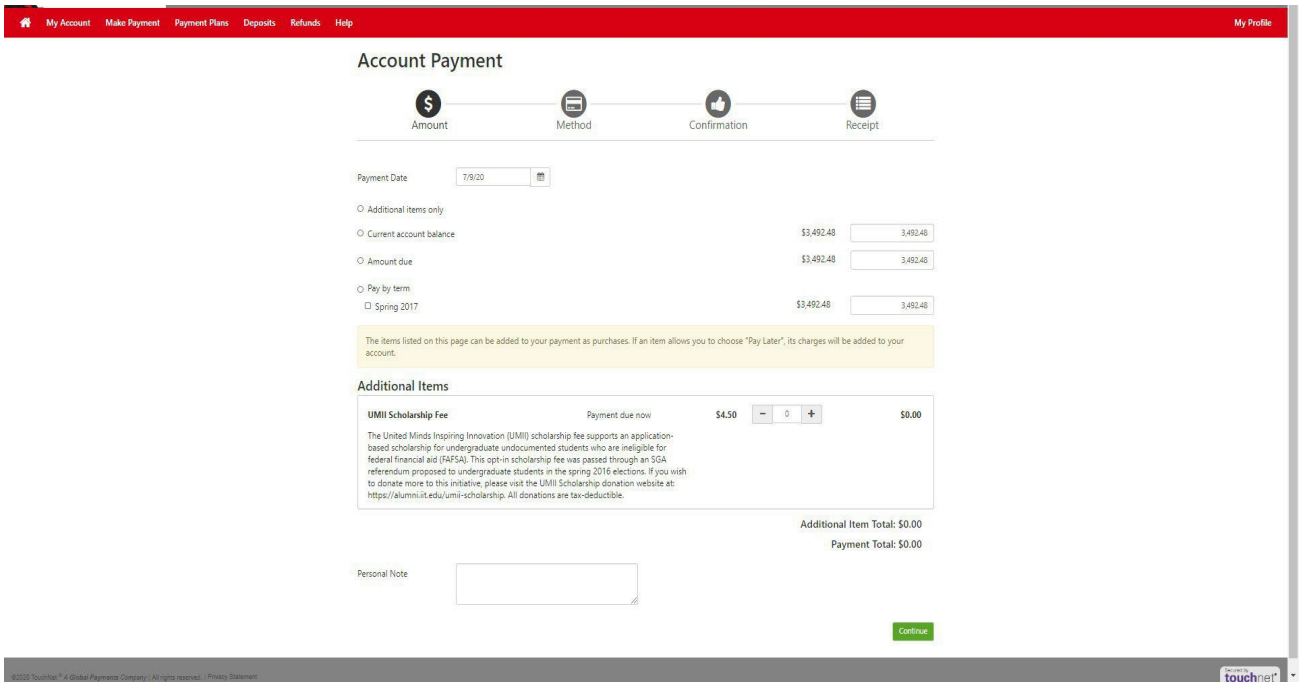
Click on the Make Payment Tab from the top menu



Click Continue



Enter Payment Amount or Pay by Term, enter payment date, and then click Continue.

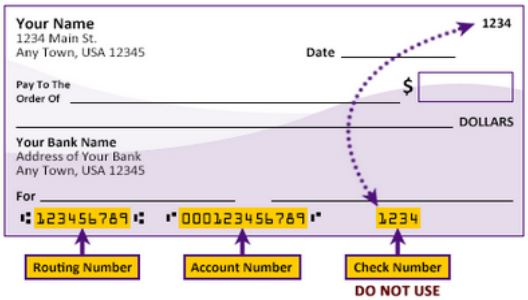


Select a Payment Method

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!



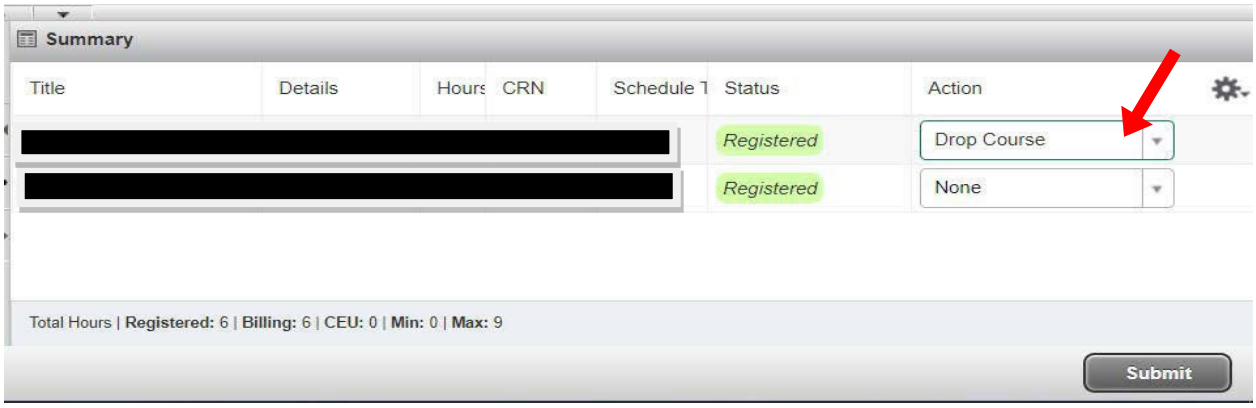
Please enter your banking information as shown in the example above.

- **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.

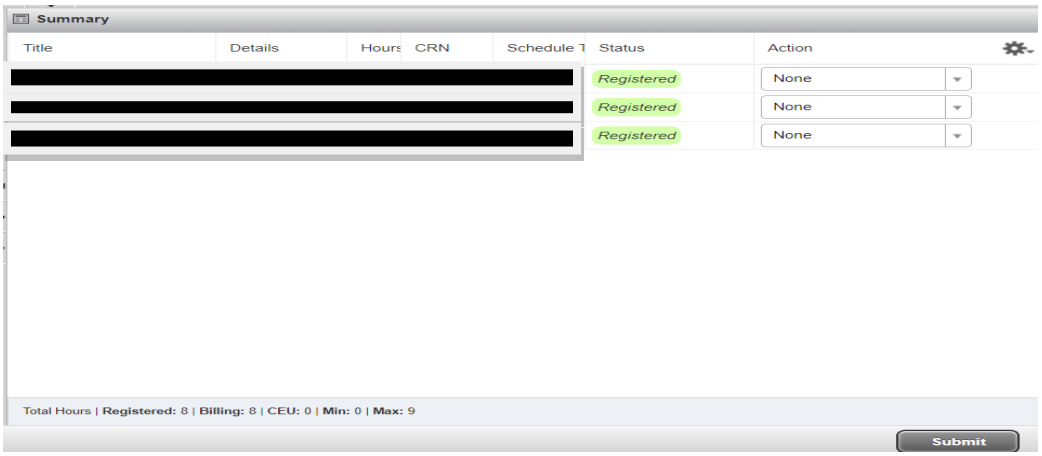
It is important to enter your banking account information accurately, or your payment cannot be successfully completed. If you have questions, please contact your bank.

DO NOT enter your debit card number.

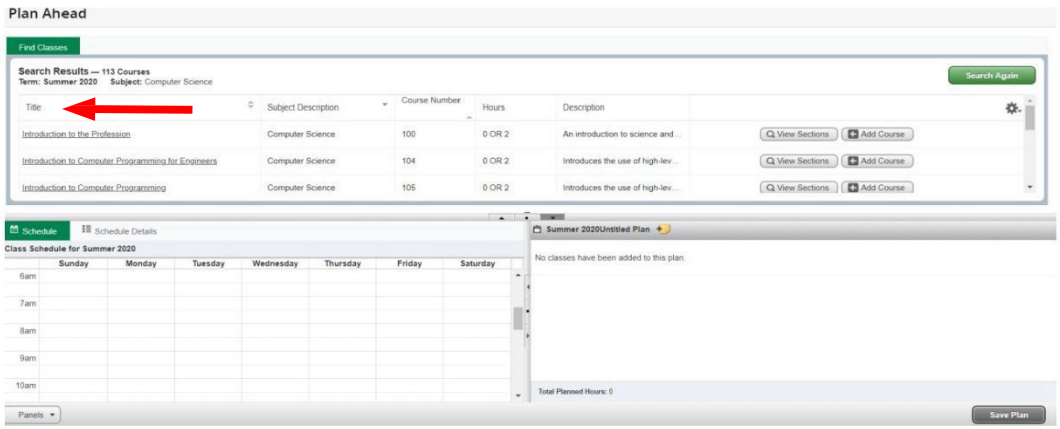
Once registered you can drop or withdraw from the course. Please refer to the Academic Calendar for important term dates.



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



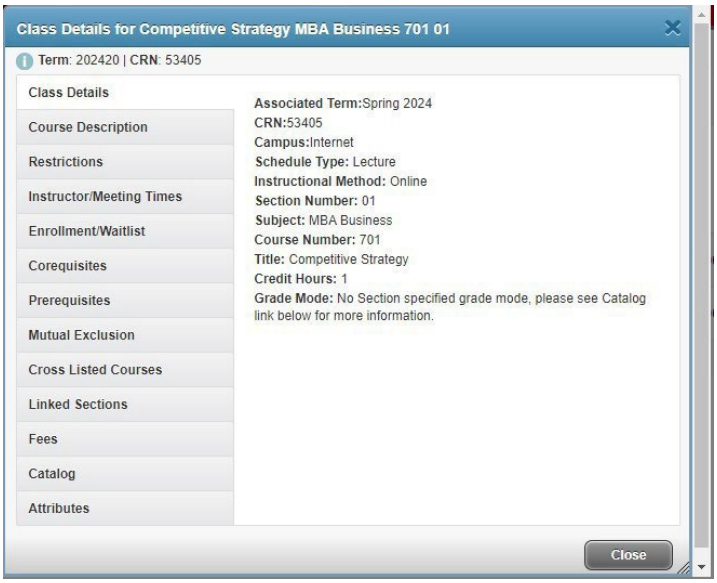
The plan page shows the search tool, schedule, and summary.



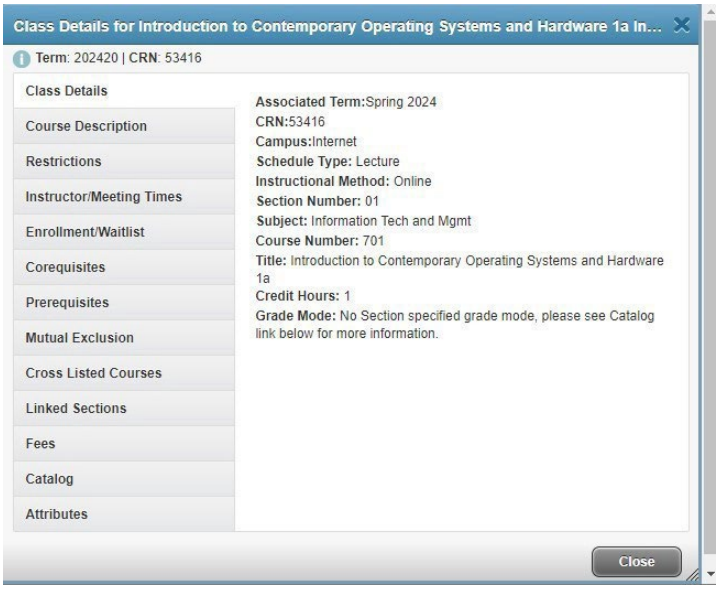
The results allow you to navigate the sections, course details, and add courses to your plan.

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)

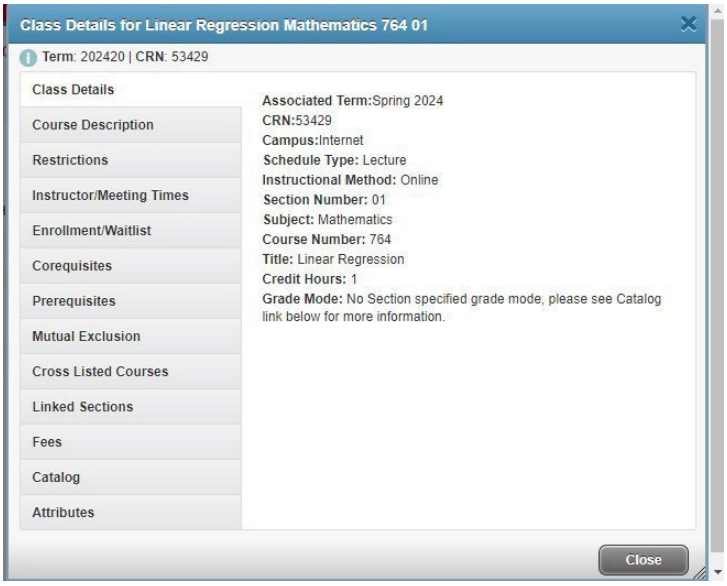
Note: You can also view this information when browsing for classes by clicking the title.



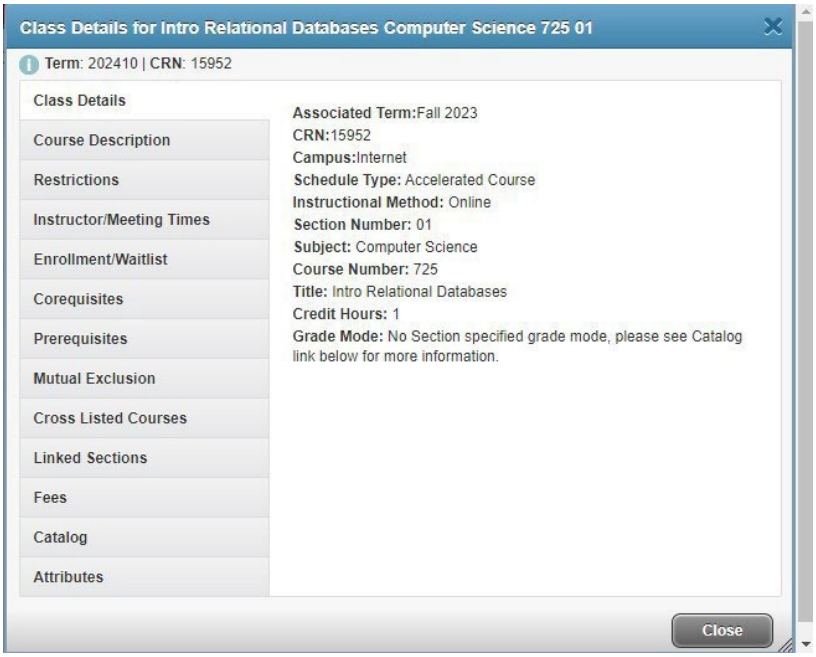
Sample MBA Details



Sample ITM Details



Sample Math Details



Sample Computer Science Details