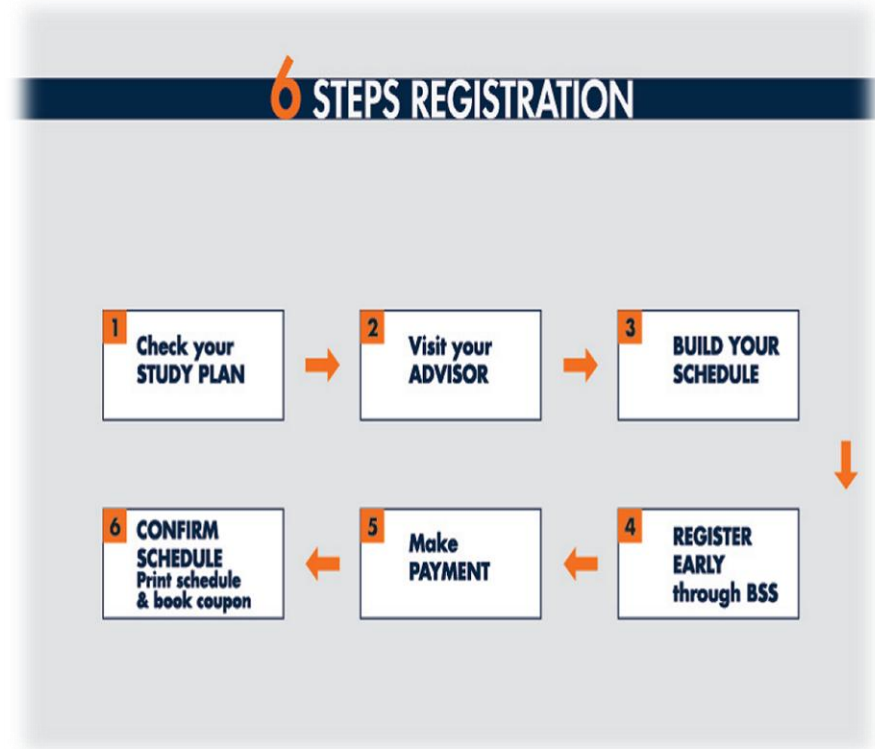


Quick Guide Banner Student Registration



What is Banner Self Service?

Banner Self Service is a web interface that allows users to perform designated operations and procedures in a user friendly environment.

Before Registration

Advising is an essential element in the registration process and you must contact your Advisor before you will be able to register. Your Advisor will discuss with you about the suggested schedule and then he will give you the Alt-PIN needed to register.

Logging in to Banner

Open your Internet Browser

- Go to <http://www.pmu.edu.sa>
- On the bottom of the page under Services: click on “Banner Self Service”
- Enter your Banner ID

PMU Banner ID

PMU Banner ID is a unique nine digits (9) numeric character that identifies you on the Banner System. i.e: 201200001.

- Enter your PIN (6 digits). Provided by the Registrar’s Office.

How do I Register on Banner Self Service?

Login to Self Service

- Click ‘Student Registration’
- Click ‘Select Term’
- Select the Term you want to register for

Example: Fall 2013/2014 and then click ‘Submit’

Two Ways to Register on Banner Self Service:

1. Search for Classes and Register from Registration Menu:

- Select Search for Classes
- Select a Term and click ‘Submit’ button
- Enter a criteria to search for a class Section
- •Make your selections by Subject, Campus, etc. to search for classes. You must select at least one subject.
- Click ‘Class Search’ to search the class based on your criteria. The ‘Reset’ button will clear your search criteria.

- Take note of the seat remaining. If the seats remaining are zero then no seats are available. Choose another section. (a 'C' indicates the section is closed, full)
- Click 'Register '
- System will ask you to enter the ALT-PIN which will be provided by your advisor.
- Enter your ALT-PIN then click 'Submit'.
- If there is a seat available and no errors appear, the class is added to your schedule (you are registered).

2. Enter a CRN to Register

- System will ask you to enter the ALT-PIN which will be provided by your advisor.
- Enter your ALT-PIN then click 'Submit'
- If known, enter the 5(five) digits CRN(s) in the Add Classes Worksheet section for the classes you would like to register.
- Click 'Submit Changes'
- If there is a seat available and no errors appear, the class is added to your schedule (you are registered).

Drop a Class

- Choose 'Add or Drop Classes'
- Your current schedule will appear, and then click the arrow under the 'Action' heading next to the course you wish to drop. Select 'DROP **WEB**'.
- Then click 'Submit Changes' (at the bottom, under the worksheet)
- Check your schedule to ensure that correct changes were made.

View/Print Class Schedule

On the Registration Menu, choose 'Print Student Class Schedule'. You will be prompted to enter your ID and PIN again before your schedule will be displayed. To print your schedule, go to 'File' Menu and then select Print.

• *For your Security!!!*

It is very important when you are done with the system to click on "EXIT" link in the right hand corner of your screen in order not to release your personal information.