

Banner Web Registration Instructions

Single Sign-on

1. Go to www.GPTC.edu
2. Click on “**Current Students**” at the top of the page
3. Click on “**Student Dashboard**”
4. Select “**Registration**”
5. Click on “**Banner Web Login**” Login as current student
6. Enter **User Name** and **Password (MMDDYY)**
 - a. If this is your first time logging in, follow the prompts to complete the new login sequence (change PIN only if prompted to do so, set security question, etc.).
7. Click on “**Student & Financial Aid**”
8. Click on “**Registration**”
9. Click on “**LOOK UP CLASSES TO ADD**”
10. Select **Term**
11. Select subject area of desired class, then click on “**Course Search**” Button
12. Click on “**View Sections**” button next to desired course
13. **Check box** next to desired section, and click on “**Register**” button at the bottom of the page. *Be sure to register for the desired campus and the desired start date. Some classes are accelerated and start later in the semester. Check the **DATE** column– See Key below:*

Key for “View Sections” Page:

CMP column (Campus):

1 – DeKalb Campus
 4 – Newton Campus
 SD- South DeKalb
 RCA – Rockdale Career Academy
 DCA – Decatur High School

Days column:

M - Monday
 T - Tuesday
 W - Wednesday
 R – Thursday
 F - Friday
 S - Saturday

Location Column:

WEB – Online Class
 TBA – location to be announced
 ACCELERATED –shorter semesters

CRN Column – Course Reference

*The course is now web registered and listed on your schedule, click on the “**Class Search**” button at the bottom of the page and repeat steps 11-12.*

To Print Schedule and Fee Assessment (from the Add/Drop Screen):

1. Scroll to top of page and click on “**Return to Menu**”
2. Click on “**Student Detail Schedule**” and print
3. Scroll to bottom of schedule and click on “**View Fee Assessment**” and print

Job Acquisition Skills – EMPL 1000; Introduction to Computers – COMP 1000;
Computer Information Systems – CIST 1001; College Skills - COLL 1000;
SPRINGBOARD - SENG

12.3.2019

1. Go to www.GPTC.edu
2. Click on “**Current Students**” at the top of the page
3. Click on “**Student Dashboard**”
4. Select “**Registration**”
5. Click on “**Banner Web Login**” Login at ALUMNI link
6. Click on “**Enter Secure Area**” near bottom of page
7. Enter **Student Id Number (900XXXXXX)** and **PIN (MMDDYY)**
 - a. If this is your first time logging in, follow the prompts to complete the new login sequence (change PIN only if prompted to do so, set security question, etc).
8. Click on “**Student & Financial Aid**”
9. Click on “**Registration**”
10. Click on “**LOOK UP CLASSES TO ADD**”
11. Select **Term**
12. Select subject area of desired class, then click on “**Course Search**” Button
13. Click on “**View Sections**” button next to desired course
14. **Check box** next to desired section, and click on “**Register**” button at the bottom of the page. *Be sure to register for the desired campus and the desired start date. Some classes are accelerated and start later in the semester. Check the **DATE** column– **See Key below:***

Key for “View Sections” Page:

CMP column (Campus):

1 – DeKalb Campus
 4 – Newton Campus
 SD- South DeKalb
 RCA – Rockdale Career Academy
 DCA – Decatur High School

Days column:

M - Monday
 T - Tuesday
 W - Wednesday
 R – Thursday
 F - Friday
 S - Saturday

Location Column:

WEB – Online Class
 TBA – location to be announced
 ACCELERATED –shorter semesters

CRN Column – Course Reference

*The course is now web registered and listed on your schedule, click on the “**Class Search**” button at the bottom of the page and repeat steps 12-14.*

To Print Schedule and Fee Assessment (from the Add/Drop Screen):

1. Scroll to top of page and click on “**Return to Menu**”
2. Click on “**Student Detail Schedule**” and print
3. Scroll to bottom of schedule and click on “**View Fee Assessment**” and print

**Job Acquisition Skills – EMPL 1000; Introduction to Computers – COMP 1000;
 Computer Information Systems – CIST 1001; College Skills - COLL 1000;
 SPRINGBOARD - SENG**

12.3.2019